9746 12351 Clerk work preparation (f/m/d) We are looking for you as a clerk as soon as possible  
Work preparation for DB Bahnbau Gruppe GmbH at the site  
Aschaffenburg.  
  
  
\*Your tasks:\*  
  
  
  
· You are responsible for the work preparation for construction projects to be carried out  
responsible and work closely together when preparing offers  
Cooperation with the calculation with  
· You develop schedules for the temporal and economic  
Construction process with material and machine usage plans as well as workers  
· The processing of tender documents and the initiation of  
Offers for subcontractor services in the acquisition phase  
to your tasks  
· You work closely with clients and subcontractors and  
coordinate preparatory measures for departments and  
across society  
· The creation of specifications for functional  
Tenders and the control of advertised services and  
Quantity sets for completeness and plausibility are also included  
your area of ​​responsibility  
· You will be involved in the creation of quality management plans and  
for special orders  
· You take care of the development of decision proposals for  
the solution of fundamental technological questions  
· In addition, the request for material in coordination with the  
respective construction managers and construction clerks on your tasks  
  
  
  
\*Your profile:\*  
  
  
  
· You have completed a university or technical college degree  
Electrical engineering or communications engineering or a completed degree  
Vocational training with relevant work experience  
· You bring very good knowledge of electrical engineering and related  
areas, as well as construction processes, taking operational issues into account  
with  
· Knowledge of work processes, work content and procedures  
Construction sites complete your profile  
· You feel confident in dealing with the PC and application-related  
software  
· High willingness to communicate, ability to work in a team as well as pronounced  
You are characterized by analytical and conceptual skills  
· A high degree of commitment and willingness to perform as well as resilience  
are natural for you  
· Bring a category B driver's license with you work planner None 2023-03-07 16:10:31.415000