9952 12557 Construction assistant m/f/d -Your tasks-  
  
· Support for the management of construction work - assistance in all topics of  
Personnel disposition for assembly  
· Orders / organization of training courses, documentation and filing of  
Training certificates, coordination of appointments for occupational medicine  
investigations etc.  
· Coordination of the time recording of the industrial employees via SAP  
Fiori; ideally knowledge of the Federal Assembly Collective Agreement (BMTV)  
· Management of personal protective equipment / workwear  
· General office activities  
  
  
  
  
-Your profile-  
  
Completed commercial training (e.g. as an industrial clerk,  
Personnel services clerk, or similar) or \* lateral entrant m/f/d as  
Technician / foreman from the commercial sector and affinity for  
assembly coordination\*  
· Professional experience in office organization  
· Good MS Office skills and ideally SAP skills  
· Team spirit and a high level of service orientation, communication and  
Ability to cooperate and very good knowledge of spoken and spoken German  
Writing  
· Responsible and structured personality with high  
Motivation and quality standards and a very good grasp  
  
  
  
  
-We offer:-  
  
· Permanent employment in a crisis-proof, growing company  
with a high proportion of "green" and innovative  
business activities  
· An interesting, varied and responsible area of ​​responsibility  
as well as a professional induction in a dedicated team  
pleasant working and company atmosphere  
· Individual training and development programs as well as diverse  
career opportunities  
· Attractive salary according to IG Metall tariff (incl. 30 days vacation, vacation  
and Christmas bonus, additional benefits) as well as company pension schemes  
up to EUR 600 employer contribution per year  
· Loss of earnings protection insurance with specialist doctor service (additional  
Daily sickness benefit for 78 weeks during your sickness benefit period),  
Employee share participation program and corporate benefits - discounts  
at many brands and shops Personnel services clerk None 2023-03-07 16:10:56.503000