3652 6257 Employee for the real estate and depot department The city of Helmstedt (approx. 28,200 inhabitants) is looking for qualified full-time staff (m/f/d) as soon as possible  
  
  
Employee for the real estate and depot department.  
  
  
The classification takes place up to salary group A 6 Niedersächsisches Salary Act (NBesG) or up to salary group 5 collective agreement for the public sector. It is pointed out that, under certain conditions, employees can also be appointed to the position of civil servant. With regard to the qualification required for this, reference is made to the educational requirements (see below).  
  
  
The tasks to be performed include :  
  
  
  
  
 - Management of the electronic locking cylinders for the municipal properties (procurement, operation, error checking, setup and maintenance of the user administration, etc.)  
  
 - Assistance in clarifying insurance issues, product research and queries on instruction, dealing with incidental correspondence for the engineers and technicians in the building construction sector  
  
 - Prepare, conduct and follow-up KWL tenders for electricity and gas  
  
 - Central ordering of cleaning agents for municipal objects (determination of the annual cleaning agent requirement, participation in the central tender, ordering of the remaining cleaning agents, etc.)  
  
 - Participation in energy management (consumption data acquisition / analysis, etc.)  
  
 - General administrative tasks such as B. Procurement of materials / procurement of replacements for caretakers and cleaning staff, accounting / account assignment for training and further education, business trips and mileage compensation, procurement of office supplies, inventory manager for various buildings in the department.  
  
  
  
  
The prerequisite for filling the position is:  
  
  
  
  
 - Qualification for career group 1, 2. Entry office in the field of general services or  
  
 - Successfully completed vocational training as an administrative clerk in the field of state and local administration,  
  
  
  
  
general internal administration of the state of Lower Saxony or local government.  
  
  
Alternatively, applicants who have completed training in the field of office communication or office management, tax clerks, judicial clerks, legal clerks or legal and notary clerks or similar will also be considered.  
  
  
In order to qualify, the applicant is expected to complete the two-year part-time employee training course I after the permanent position and be trained to become an administrator. A previous aptitude test is not required.  
  
  
Your requirement profile:  
  
  
  
  
 - independence and initiative,  
  
 - Reliability, teamwork as well  
  
 - Organizational talent (prudence, planning)  
  
  
  
  
  
  
  
Desirable are among others:  
  
  
  
  
 - good general administrative knowledge,  
  
 - Safe handling of MS Office (WORD, EXCEL),  
  
 - cross-sectional, technical basic understanding,  
  
 - Basic knowledge of public procurement law (VOL, UVGO, etc.) and BGB (sales contract, etc.)  
  
 - Knowledge of household and accounting software (Infoma Newsystem) and geographic information system (Caigos GIS / GLOBE).  
  
  
  
  
We offer you:  
  
  
  
  
 - permanent full-time employment,  
  
 - a regulated performance of tasks with appropriate payment according to the collective agreement for the public service (TVöD-VKA),  
  
 - independent work,  
  
 - varied goal-oriented, collegial cooperation,  
  
 - Corporate Health Management,  
  
 - attractive company pension scheme,  
  
 - as well as other advantages of the collective agreement for the public service such as:  
  
 - 30 days vacation per calendar year and 2 days off work per year on December 24th. and 31.12.,  
  
 - consideration of previous professional experience in accordance with the tariff,  
  
 - Christmas bonus (annual special payment) and annual performance bonus.  
  
  
  
  
The city of Helmstedt is striving in all areas and positions to reduce under-representation within the meaning of the Lower Saxony Equal Rights Act (NGG). Applications from women are therefore particularly welcome.  
  
  
Severely disabled applicants will be given preference if they have the same suitability, qualifications and professional performance. In order to protect your interests, please refer to the disability/equality in your application and include proof with your application documents.  
  
  
The city of Helmstedt is a modern service company. The so-called work-life balance is of great importance; many measures ensure the compatibility of work, family and personal needs. These include, for example, flextime and the various working time models as well as telework. Guidelines for leadership and cooperation determine actions. All about the topics of motivation and qualification Administrative Clerk - Local Government None 2023-03-07 15:58:02.530000