3811 6416 Employee (m/f/d) contract award Norbert Szupryczynski - The professionals in civil engineering.  
  
As a certified specialist company with more than 40 years of experience in civil engineering, Norbert Szupryczynski Tiefbau GmbH develops individual solutions. The range of services includes earthwork, paving, development, sewerage and trenchless pipe laying.  
  
Thanks to state-of-the-art technology, the Norbert Szupryczynski Tiefbau GmbH team is able to provide customers with the best possible support for their construction projects in Schleswig-Holstein and to provide them with reliable support throughout the entire construction process.  
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Talentschuppen GmbH is the exclusive HR partner of Norbert Szupryczynski Tiefbau GmbH.  
  
On behalf of NS Tiefbau, we are taking over the complete applicant management and are looking for an employee (m/f/d) to process the award of the contract as soon as possible.  
  
full time || Permanent position || Indefinite  
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What makes the job special?  
  
- Your field of activity will be the classic tasks in the office (appointment coordination, invoice verification, communication, etc.)  
- You are also entrusted with the administrative support of construction projects of the municipalities  
- You are responsible for processing the offer and preparing the billing documentation  
- You will take care of the office organization and correspondence for our site management  
  
  
Why you fit this job?  
  
- You have successfully completed commercial training  
- Initial knowledge of the commercial management of projects in the field of civil engineering and structural engineering would be ideal  
- You are confident in dealing with MS Office  
- You convince with organizational skills, initiative and an independent way of working  
  
What benefits are offered to you?  
  
- Diverse tasks in a successful family business with short decision-making processes  
- Good and long-term cooperation in the form of a permanent employment contract  
- Various training opportunities  
- Good earnings  
- 30 days holiday  
- Christmas bonus  
- Employer-funded pension  
- Monthly petrol or shopping voucher worth €44 p.p. Month  
- Company parties  
  
Sounds exciting? It is!  
  
- Get to the application and apply online right away  
- We don't need a cover letter  
- If you have any questions, please call or email us  
- In the next step we arrange a telephone appointment for a first interview  
Discretion is a matter of course for us.  
  
talent shed? An eye for talent!  
The talent shed is the personnel specialist in Kiel and directly places specialists and executives from the office and IT areas exclusively in permanent positions.  
We are constantly using and expanding our regional network and supporting our region in finding and retaining skilled workers. Merchant - wholesale and foreign trade (wholesale) Are you looking for a new challenge in a permanent position?  
   
Then we are the right partner for you.  
   
As a recruiter and consultant with over 20 years of experience, we bring companies and top talent together.  
   
Our customers are well-known companies with a national and international focus in northern Germany and would like to employ them directly and immediately. 2023-03-07 15:58:22.036000