4906 7511 Factory assistant (m/f/d) About Us  
Aurea GmbH can look back on more than 25 years of experience in the personnel services industry. Regardless of whether you are looking for a new challenge or want to reorient yourself professionally, we are looking for you as a motivated employee (m/f/d) within the framework of temporary employment.  
  
Factory assistant (m/f/d)  
  
Location: Ennepetal  
Employment type(s): full-time  
  
Purpose and goal of the position  
For our well-known customer, we are looking for an experienced and communicative works assistant (m/f/d) for the Ennepetal location.  
  
Your tasks  
- You are responsible for recording the shift results  
(including the quantity of goods produced, downtimes, rejects) and the stocks in the SAP ERP system  
- You record maintenance notifications from production and take them into account when creating a maintenance and service plan in consultation with the maintenance manager and plant manager  
- You support maintenance in all administrative matters (filing / documentation requirements)  
- You monitor and maintain the stamping times of various departments and, if necessary, carry out manual stamping in consultation with the employee  
- You check shipping documents and compare shipping documents with the invoices  
- You analyze operational key figures and create statistics  
- You list jointly decided measures and keep track of the status of the processing  
- You organize and book business trips  
  
your profile  
- You have completed commercial vocational training  
- You have reliable user knowledge in the common MS Office programs  
- You are open and communicative and could imagine acting as an interface between several departments  
- At best, you have knowledge of SAP  
  
Why Aurea?  
- Secure, above-tariff income (BAP/DGB collective agreement)  
- Good social benefits, including Christmas bonus/holiday bonus  
- shift allowances  
- Subsidy for capital-forming savings  
- The chance of long-term assignments with the option to be taken on  
- Regulated holiday entitlement  
- High occupational safety standard (SCP certification)  
- Kununu Top Company award  
- Employment near your place of residence  
  
Department(s): Specialist  
Type(s) of staffing needs: Reassignment  
Collective agreement: BAP office clerk None 2023-03-07 16:00:37.406000