6257 8862 Project employee (m/f/d) in the petrol station area For our customer, a well-known mineral oil company, we are looking for a project employee (m/f/d) for the petrol station area  
The position will be filled via the area of ​​employee leasing. Acceptance is possible if suitable.  
  
We offer you  
 • A permanent job  
 • Payment according to the iGZ-DGB tariff  
 • Wage benefits such as vacation and Christmas bonuses  
 • Free high-quality protective equipment  
 • A permanent employment contract  
 • Exclusive employee benefits (e.g. at Adidas, Apple, Sky, Weg.de and many more)  
  
Your tasks  
 • Evaluate inventories of standard suppliers, derive the additional services required from the inventories and summarize all services in purchase requisitions (order lists) and investment applications  
 • Process purchase requisitions in SAP and generate and automatically send the purchase order for the supplier  
 • Carry out invoice verification and account assignment in SAP after coordination with the respective department and clarify any differences to the order until payment is released  
 • Assign installation of installed or removed equipment in SAP, maintain and report to the required contractors  
  
your profile  
 • Completed commercial vocational training of at least 3 years  
 • 3 years of professional experience in the administrative handling of well-known IT systems (SAP/Excel) desirable  
 • German spoken and written  
 • Knowledge of English desirable  
  
Have we piqued your interest?  
Then please send us your detailed application. You are also welcome to contact us in advance by telephone.  
  
We offer open applicant consultation hours on Tuesdays and Wednesdays from 9:30 a.m. to 2:00 p.m. Feel free to visit us with your application documents. Prior appointments are not necessary.  
  
We are committed to employing severely disabled people. For this reason, severely handicapped persons and those of equal status are given preferential consideration if they are equally qualified. Construction and project clerk None 2023-03-07 16:03:23.880000