



Receptionist in part time (m/f/x)

Location: Billigheim

Working Hours: Part-time employee

1,400 employees in 24 locations around the world with a fleet of 60,000+ circulating containers. Since ELA's establishment in 1972, our business has continuously been expanding, we are specialists in mobile room solutions. Our family-run company based in Haren (Ems), Germany, is growing at a fast pace and we are actively looking for qualified and dedicated team players to join us locally, internationally and beyond.

Are you communicative, able to keep track of things, and enjoy making sure that everything runs smoothly? Then you've come to the right place! We are looking for a dedicated **receptionist (m/f/x) to work part-time (20-25 hours per week)** at our branch in Billigheim, who will use their heart and mind to ensure order and a feel-good atmosphere.

You are a person with your own unique profile of qualifications, talents, and aspirations. And we are not just any company. We offer exciting tasks, opportunities for further development, and a relaxed, friendly culture. Interested? Then let's get to know each other better.

Your Future Role

- + Welcoming and assisting customers and visitors
- + Processing incoming and outgoing mail
- + Preparing meetings and events
- + Managing and reserving pool vehicles
- + Managing and ordering office supplies, promotional gifts, beverages, etc.
- + Receiving and transferring telephone calls
- + General secretarial and office duties

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[Video Application](#)

What You Bring to the Team

- + Successfully completed training as a hotel specialist, restaurant specialist, office clerk, or comparable qualification
- + Professional experience in catering/reception/front desk desirable
- + Very good written and spoken German and English skills
- + Good knowledge of relevant MS Office programs, e.g., Outlook
- + Good communication skills and empathetic manner

What you can expect from us

- + Once ELA, always ELA. When you join our company, we want you to be a key member of the team, which is why we'll offer you a **permanent contract**.
 - + We organize an **extensive onboarding program** for you at our headquarters in Haren (Ems), so that you can get to know the entire company, our products, and our employees
 - + We offer you fresh **fruit and beverages** every day
 - + We offer you a **variety of health initiatives** on a regular basis to help you keep healthy and fit
 - + Expand your network at our regular **employee events**
 - + We want you to be optimistic about the future, which is why we support you with our company **retirement plans and capital-forming benefits** for your financial security.
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- + **Corporate benefits:** attractive online shopping offers and discount codes from over 1,500 providers from all relevant areas of life
 - + Our **company fitness program:** for just €25 a month, you can have access to thousands of gyms, swimming pools, and more throughout Germany, including unrestricted digital access
 - + we offer you **company health insurance**

How You can apply

Please send your documents via our career website <https://career.ela-container.com> or via email career@ela-container.com including your CV, your essential certificates and qualifications, as well as a few lines about yourself and why we fit. We would then like to meet and have a personal conversation with you. We look forward to hear from you!

Any questions?

Contact us via email or WhatsApp/text message on +49 1511 9539616.