



## Project Support (m/f/x)

Location: Haren

Working Hours: Full-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.

Do you like to keep track of things, even when projects are large and complex? Are organization, structure, and communication right up your alley? Then ELA Container is the right place for you. In this role, you will ensure that our large-scale projects—from school buildings to modular office complexes—run smoothly in terms of administration and organization. You will proactively support project management, keep documentation and deadlines under control, and ensure that all parties involved are well connected.

You are a person with your own unique mix of organizational talent, sense of responsibility, and strong communication skills. And we are not a company like any other: at ELA, you can expect exciting projects, short communication channels, genuine teamwork, and an open, German "Moin" culture. Sound like a good match? Then let's talk!

### Your Future Role

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- + Support in the planning and management of modular construction projects, from order placement to handover
- + Monitoring delivery dates for container modules and coordinating assembly teams and subcontractors (e.g., for foundations or interior work)
- + Creation and maintenance of project files, construction logs, acceptance reports, and defect lists
- + Central contact person for internal departments and external partners for administrative queries
- + Preparation of partial and final invoices and checking of incoming invoices from subcontractors

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## What You Bring to the Team

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- + Completed commercial training (e.g., industrial clerk m/f/x) or technical training with further commercial education
- + Initial professional experience in project management, ideally in construction, skilled trades, or rental
- + EConfident use of MS Office (Word, Excel, PowerPoint, Outlook) and ideally experience with ERP systems
- + Organizational skills, structured approach to work, strong communication skills, and ability to work under pressure even during intensive project phases
- + Very good German, English skills an advantage

## What you can expect from us

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- + 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 offer you **flexible working hours** and the opportunity to work flextime
- + We can help you with **emergency childcare**
- + The ELA **Corporate Benefits** portal offers attractive discounts on more than 1,500 brands from all relevant areas of life
- + Our **company fitness program**: for just €30 a month, you can have access to thousands of gyms, swimming pools, and more throughout Germany, including unrestricted digital access
- + With us, you can expect **flat hierarchies** and short decision-making processes
- + We'd like for you to continue **developing**, which is why we support your personal development with a tailored range of options
- + You have the option to work up to **60% of your week from home**
- + Our **company restaurant** serves up fresh, delicious lunches on a daily basis
- + 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
- + We offer you attractive **bike leasing**
- + Your health matters to us, which is why we offer you **height-adjustable desks** in every office

## How You can apply

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Please send your documents via our career website <https://career.ela-container.com> or via email [career@ela-container.com](mailto: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.