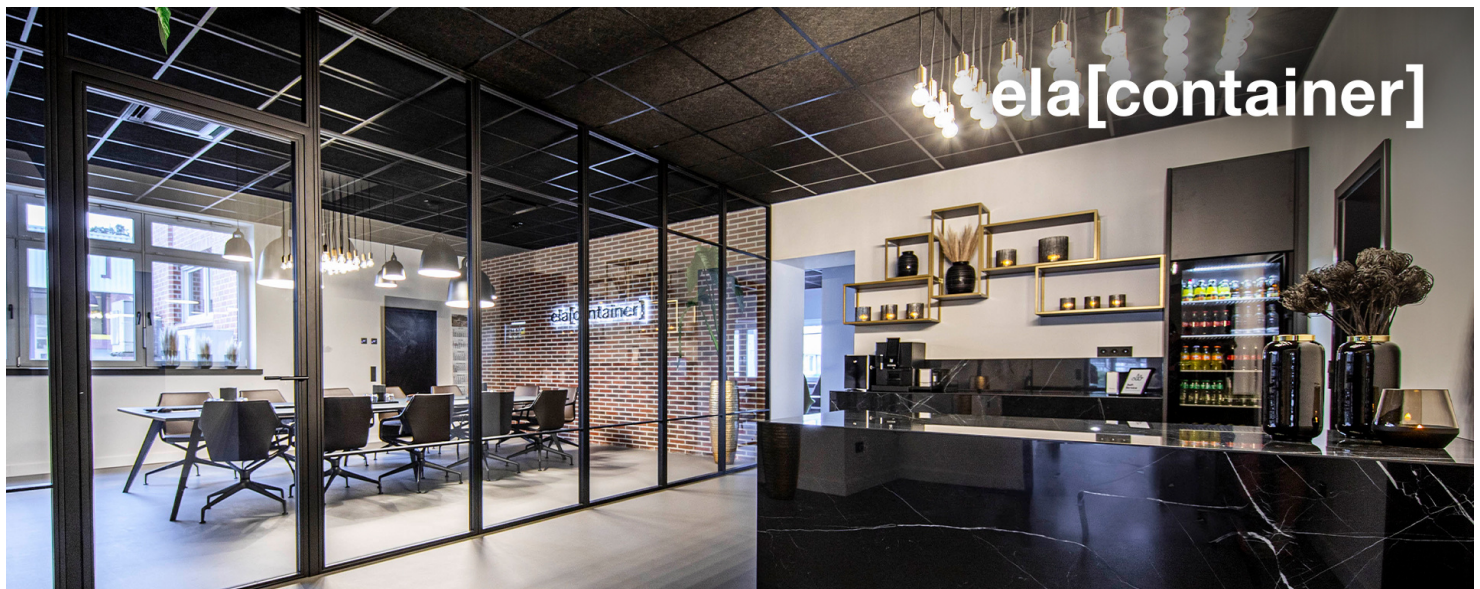




Receptionist (m/f/x)

Location: Haren

Working Hours: Full-time employee

1,600 employees in 18 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 a natural organiser (m/f/x) who ensures that customers and visitors (m/f/d) feel welcome from the very first moment? With us, you can expect a varied range of tasks covering reception, event organisation and administrative processes. Apply now and become part of the ELA team!

Your responsibilities

- + Reception and support for customers and visitors (m/f/d)
- + Handling incoming and outgoing post as well as incoming emails (MS Outlook)
- + Preparing meetings and events
- + Managing and booking company vehicles
- + Managing and ordering promotional gifts, drinks, etc.
- + Answering and transferring telephone calls
- + Organising and booking domestic and international business trips

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[Video Application](#)

Your skills

- + Completed training as a hotel manager, restaurant manager, office administrator (m/f/x) or a comparable qualification
- + Professional experience in the hospitality industry, at reception or in a front-of-house role is desirable
- + Proficiency in using standard MS Office applications (Word, Excel, Outlook)

- + Enthusiasm for varied tasks and work locations within the department
- + A strong service-oriented approach and a friendly, professional manner
- + Organisational skills and the ability to work independently, reliably and flexible
- + Good written and spoken German and English

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'll organize a comprehensive onboarding program for you at our headquarters in Haren (Ems) so you can get to know the entire company, our products, and our colleagues
- + We offer company health insurance
- + We'll take care of your company pension plan and offer capital-forming benefits
- + We offer you an attractive bike leasing scheme
- + Our staff canteen provides you with a fresh breakfast every day and delicious lunch dishes from Monday to Thursday.
- + Your health is important to us: That's why we provide height-adjustable desks in every office
- + We offer you personalized development opportunities and engaging skills training
- + Our corporate fitness program: Thousands of gyms, swimming pools, and more are available to you throughout Germany—and in some cases digitally—for just €30 a month with unlimited access
- + Through the ELA Corporate Benefits portal, you'll receive attractive discounts from over 1,500 brands across all relevant areas of life
- + You don't have to leave your four-legged friend behind. Under certain conditions, you can simply bring your dog to the office
- + We offer you fresh fruit and drinks every day

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.