



Commercial Employee in Construction Site Planning (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.

Do you enjoy organizing and like to keep track of everything? As an administrative assistant in construction site planning (m/f/x), you'll ensure that our container facilities can be set up smoothly at our customers' sites. Whether it's a daycare center, school, industrial company, or government agency—you'll handle the administrative preparation for the construction sites and keep everything running smoothly. You can expect a variety of tasks, exciting projects, and real opportunities for growth.

Does this sound like your next job? Then apply now and become part of our team!

Your Future Role

- + Planning the assembly and disassembly of container systems
- + Coordinating the delivery and pickup of containers
- + Verifying that orders include all necessary materials, machinery, and documents
- + Maintaining data and systems
- + Creating purchase orders
- + Further developing internal and external interfaces

[Apply Online](#)[Video Application](#)

What You Bring to the Team

- + Completed commercial training as industrial clerk, clerk for forwarding and logistics services (m/f/x), business management / economics degree or comparable qualification
- + Relevant professional experience in site preparation, order preparation or site coordination desirable
- + Good command of written and spoken English, other foreign languages an advantage
- + Knowledge of MS Dynamics NAV desirable

- + Technical understanding
- + Hands-on mentality

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.
- + You have the option to work up to 60% of your week from home
- + We offer you flexible working hours and the opportunity to work flextime
- + Our company restaurant provides you with a fresh breakfast every day and delicious lunch options Monday through Thursday
- + We offer you fresh fruit and beverages every day
- + We offer you regular massage appointments with our in-house physiotherapist
- + With us, you can expect flat hierarchies and short decision-making processes
- + 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
- + We'd like for you to continue developing, which is why we support your personal development with a tailored range of options.
- + The ELA Corporate Benefits portal offers attractive discounts on more than 1,500 brands from all relevant areas of life
- + Your health matters to us, which is why we offer you height-adjustable desks in every office

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?

I'm Melanie Eissing, HR Business Partner at ELA Container, and your point of contact for this role. If you have any questions about the role, ELA Container or the application process, please feel free to get in touch with me. You can reach me by email, phone or via WhatsApp.

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