



Administrative Assistant in Facility Management (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 highly organized, work in a structured way, and enjoy actively shaping business processes? Then join our Facility Management team at ELA Container! From digital property management to requesting quotations and coordinating the tendering process, you'll keep everything on track and ensure that our processes run smoothly.

Does this sound like you? We look forward to welcoming you to our team!

Your Future Role

- + Reviewing invoices and assisting with budget management
- + Processing requests for quotations and tenders
- + Digital management and updating of data and information
- + Correspondence with suppliers and authorities
- + Collaborating on projects, coordinating workflows, and communicating with internal and external contacts
- + Data entry, filing and organisational support

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

What You Bring to the Team

- + Completed commercial or technical vocational training, e.g. as an office management assistant (m/f/x) or a comparable qualification
- + Experience in a commercial role is an advantage
- + Knowledge of technical regulations desirable
- + Confident handling of MS-Office, especially knowledge of Excel
- + Good written and spoken German skills
- + Strong communication skills

What you can expect from ELA

- + 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 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 regular massage appointments with our in-house physiotherapist
- + 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 offer company health insurance
- + We'd like for you to continue developing, which is why we support your personal development with a tailored range of options
- + 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
- + Your health is important to us: That's why we provide height-adjustable desks in every office
- + Our company restaurant provides you with a fresh breakfast every day and delicious lunch options Monday through Thursday
- + With us, you can expect flat hierarchies and short decision-making processes

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.

Phone number: 0170 3778087

Email address: Melanie.Eissing@container.de