



ela[container]

Project Support (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 stay on top of things even with complex projects and enjoy organizing? In this role, you'll support our project management team with the administrative aspects of exciting large-scale projects, coordinate schedules and documentation, and ensure a smooth flow of information. If you work in a structured way, take on responsibility, and enjoy collaborating as part of a team, then we're a great fit!

Your Future Role

- + 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

- + 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

- + 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

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.