



## Administrative Assistant in Facility Management (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.

Are you looking for an exciting challenge in a dynamic environment? As an **Administrative Assistant in Facility Management (m/f/x)**, you will play a central role in our team and ensure the smooth operation of our facility management. Your tasks will include maintaining digital property organisation, obtaining quotes, and managing tenders. You will be the main point of contact for written and telephone communication with suppliers and authorities, ensuring our data is always up-to-date.

If you're an individual with an outgoing personality, qualifications, talents and desires, then we should get to know each other better. We are not like any other company, as we offer exciting jobs, opportunities and look to help you develop further in an easy going work environment.

### Your Future Role

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- + Digital management and updating of data and information
- + Processing requests for quotations and tenders
- + Correspondence with suppliers and authorities
- + Data entry, filing and organisational support

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[Video Application](#)

### What You Bring to the Team

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- + Successfully 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
- + Ability to work in a team and strong communication skills

## What you can expect from ELA

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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 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 €25 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
- + 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
- + Our **company restaurant** serves up fresh, delicious lunches on a daily basis
- + With us, you can expect **flat hierarchies** and short decision-making processes
- + We can help you with **emergency childcare**
- + There's no need to part ways with your four-legged friend at ELA, as you can simply bring your **dog** with you into the office if the situation allows

## 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.