



## Management Assistance (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.

**Meetings, projects, travelling - you hold all the strings?** Then you're the missing piece of the puzzle! As an assistant to the management, you will ensure that our management has their backs, projects run smoothly and nothing gets lost. If you have a talent for organisation, team spirit and a pinch of stress resistance, then we should get to know each other!

With your unique profile of qualifications, talents and desires, you are exactly the person we are looking for. We are no ordinary company - with us you can expect exciting tasks, diverse development opportunities and a relaxed, fun culture. Interested? Then let's get to know each other!

### Your Future Role

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- + Supporting the management with administrative, organisational and strategic tasks
- + Coordination of appointments, meetings and business trips
- + Preparation and follow-up of meetings, including taking minutes and following up on tasks
- + Independent processing and management of projects
- + Preparation of analyses, reports and presentations for the management
- + Interface function between management, internal departments and external partners
- + Confidential document management and maintenance of relevant documents
- + Organisational and administrative support in day-to-day business

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

## What You Bring to the Team

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- + Degree in business administration, management or comparable qualification
- + Several years of professional experience as an assistant or consultant to the management (m/f/x) is an advantage
- + Excellent organisational and communication skills
- + Confident handling of MS Office (Word, Excel, PowerPoint, Outlook) and digital tools
- + Discretion, reliability and ability to work independently
- + High degree of resilience, flexibility and ability to work in a team
- + High willingness to travel
- + Very good written and spoken German and English skills

## What you can expect from us

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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 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 €25 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**
- + 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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The best way to send us your documents is via our career portal at <https://career.ela-container.com/> or by e-mail to [career@ela-container.com](mailto:career@ela-container.com): your CV, the most important references and qualifications. Add a few lines about what makes you special and why we are a good match, and how you became aware of us. We are also interested in your notice period and your salary expectations. A personal interview is the best way for us to get to know each other. We look forward to meeting you!

### Any questions?

Contact us via e-mail or WhatsApp/text message on +49 1511 9539616.