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Project assistance in ventilation technology (m/f/d)

Description

Project assistance in ventilation technology (m/f/d)

Location: Klipphausen

Hiring organization

TL Concept GmbH

Job Location

An der Novisol 4, 01665,
Klipphausen, Sachsen, Deutschland

Job description

For our project team at our main location in Klipphausen, we are looking for a **project assistant (m/f/d) for the field of ventilation technology** at TLC Gebäude- und Fertigungstechnik GmbH as soon as possible.

Together with our parent company, TL Concept GmbH, with over 200 permanent employees, we have many years of experience in handling major projects in the fields of **insulation, fire protection, sheet metal processing** and **ventilation technology**.

What we can offer you in addition to our experience:

- an open-ended employment contract
- Company health insurance
- systematic onboarding
- a secure job in a constantly growing company
- a familiar working atmosphere
- 30 vacation days
- Individual development opportunities
- Further training opportunities
- the provision of state-of-the-art IT
- Regular, fun & sporty company events

Your tasks for the vacant position:

- Preparing and updating project documents and documentation
- Measurement input
- Very good organization of the business process by means of a structured filing system
- Preparation and partial cooperation in the compilation of service specifications
- Support in the project process/construction site process
- Collaboration in the month-end closing
- Managing correspondence with external business partners and reviewing and distributing incoming correspondence
- Preparation for site management (plans, site information)
- Personnel applications
- Document provision

- General processing

Your qualifications and our expectations:

- Knowledge of project work would be an advantage
- Completed training in the commercial sector is advantageous
- Experience of the activities, processes and background of the construction industry is an advantage
- You have sufficient knowledge of MS Office, especially Excel, and are not afraid to quickly familiarize yourself with other specialist IT procedures
- You also have a structured, cost-conscious and solution-oriented way of working and work independently and reliably

If you have the feeling that our company and our varied & exciting projects could suit you, then we look forward to receiving your application by email to

bewerbung@tlconcept.eu or call us directly at 0152/39550890