



<https://tlconcept.eu/en/job/project-assistant-m-f-d-for-the-hvacr-department-karlsruhe/>

Project assistant (m/f/d) for the HVACR department – Karlsruhe

Description

With 230 permanent employees and more than 220 freelancers, has been supporting its customers for many years in the planning, manufacture, installation and maintenance of building services equipment, delivering solutions of the highest German quality for construction projects throughout Europe.

Gebäude- und Fertigungstechnik GmbH is a subsidiary of TL Concept GmbH and specializes in ventilation, air conditioning and refrigeration systems.

Our common goal is to ensure the highest quality and maximum efficiency for our customers. We specialize in the implementation of major projects and framework contracts throughout Germany and in other European countries.

To strengthen our team in Karlsruhe, we are looking for **project assistant (m/f/d) for the specialist area of heating, cooling, ventilation, sanitation** at the earliest possible date.

Place of work: Karlsruhe

This is what you can expect from us:

- **Responsibility & variety:** An exciting role with creative freedom in a dynamic company with a real winning mentality.
- **Attractive framework conditions:** permanent employment in a modern, internationally positioned company.
- **A work culture that inspires:** open communication through our own employee app, flat hierarchies and collegial cooperation at eye level, paired with regular company events.
- **Top equipment & fair remuneration:** company car and smartphone for our colleagues in the field, attractive salary and company health insurance.
- **Further development included:** Professional and personal development as well as the option of working on exciting and future-oriented projects throughout Germany.

Responsibilities

What you can expect from us:

- Assumption of general assistant activities in the administrative area
- Supporting the project team with operational and organizational tasks
- Communication and coordination of appointments (by telephone and in writing)
- Creation and editing of protocols

Hiring organization

TL Concept GmbH

Employment Type

Full-time

Beginning of employment

as of now

Duration of employment

unlimited

Industry

Building trade

Job Location

Amalienbadstraße 41, 76227, Karlsruhe, Baden-Württemberg, Deutschland

Date posted

23. March 2026

- Independent preparation of presentations and general documents according to specifications or in own elaboration
- Responsibility for documentation and filing management (physical and digital)
- **Check invoices, prepare quotations**
- **Correspondence, general**
- **Process requests**
- **Make appointments with customers**
- **Trigger orders**
- **Writing invoices / creating technical documents**

Qualifications

What you bring with you:

- Completed training in the commercial sector is advantageous
- Knowledge of project work would be an advantage
- 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

Job Benefits

What we can offer you in addition to our experience:

- an **open-ended** employment contract
- an attractive salary
- Company health insurance
- the company pension scheme
- our own employee app
- systematic onboarding
- a **secure job** in a constantly growing company
- a familiar working atmosphere
- **30 vacation days**
- Individual development opportunities
- Further training opportunities
- **modern IT** equipment
- Regular, fun & sporty company events

If you feel that our company is a good fit for you, we look forward to receiving your application, stating your earliest possible starting date and salary expectations, to bewerbung@tlconcept.eu

Contacts

Ihr Kontakt zu unserem HR-Team:

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TL Concept GmbH

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