



<https://tlconcept.eu/en/job/projektassistenz-isolierung-m-w-d/>

Project assistance in the field of insulation (m/f/d)

Description

Project assistance in the field of insulation (m/f/d)

Location: Jena

For our projects at the Jena location, we are looking for a **project assistant (m/f/d)** for project activities on the adjacent construction sites as soon as possible. As part of our team, you will work on exciting construction projects and support our customers in the implementation of construction projects.

Your future tasks:

- Preparing and updating project documents and documentation
- Create measurements, billing
- Very good organization of the business process by means of a structured filing system
- Keeping pendulum drawings
- Preparation and partial Collaboration in the compilation of service specifications
- Invoice verification
- 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

What we offer you:

- Company cell phone
- Secure job in a family environment
- Attractive remuneration
- Continuous further training opportunities
- Exciting projects throughout Europe
- Company events
- Company health insurance

Your strengths:

- 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

Hiring organization

TL Concept GmbH

Job Location

An der Novisol 2, 01665
Klipphausen, Jena, Sachsen,
Deutschland

Date posted

6. February 2024

- 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 see yourself in the tasks listed and your strengths and are looking for a job with a modern infrastructure, then we look forward to receiving your application!

Your contact person

Susanne Herrmann

Personnel Officer

TL Concept GmbH

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