



<https://tlconcept.eu/en/job/mitarbeiter-facility-management-disponent-werkstatt-m-w-d/>

Employee Facility Management/ Dispatcher Workshop (m/f/d)

Hiring organization
TL Concept GmbH

Description

Employee Facility Management/ Dispatcher Workshop (m/f/d)

Job Location

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

Location: Klipphausen

Job description

For our company headquarters in Klipphausen, we are looking for a **Facility Management Assistant / Workshop Scheduler (m/f/d)** to join TL Concept GmbH as soon as possible. As a company 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:

- 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
- our own employee app
- Regular, fun & sporty company events

Your tasks for the vacant position:

- Carrying out repairs to technical equipment and tracking defects
- Supervision of technical building systems
- Monitoring of technical building systems after instruction
- Documentation and reporting
- Direct cooperation with the workshop manager
- Electronic recording and management of material and tool inventories
- Issue/return of tools and machines, as well as their maintenance and repairs
- Support in purchasing tools and equipment
- Monitoring the media supply systems

- Taking over tasks on the company premises
- Support with inventories

Your qualifications and our expectations:

- Completed training in a technical or skilled trade profession
- Experience in warehouse work, materials planning or a similar professional field is advantageous
- You have a sound knowledge of MS Office, especially Excel, and are not afraid to quickly familiarize yourself with other applications and programs
- You also have a structured, cost-conscious and solution-oriented way of working and work independently and reliably
- A driver's license should be mandatory

If you would like to gain an insight, please contact us for an interview.

Your contact person

Susanne Herrmann

Personnel Officer

TL Concept GmbH

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