

We are constantly growing and are currently looking for
Part-time
construction management assistants (m/f/d)
in our plant in **Hanover**

Benefits:

- Competitive pay.
- Show your potential and climb the career ladder.
- You can work independently with us.
- We think about your future and offer a company pension scheme.
- With us, you are part of a great team where everyone supports everyone else.
- With us, you count as a person, not just as an employee.
- We support environmentally friendly transportation options with our job bike offer
- We offer open-ended contracts.

Tasks:

- Administrative and organizational support in the area of construction management
- Sending subcontractor and material inquiries
- Maintaining project data in the IT system
- Downloading and processing tenders on various platforms
- Answering telephone calls and providing information

Profile:

- Completed commercial training.
- Very good MS Office skills (Word, Excel, Power Point, Outlook).
- Motivation and initiative.
- Careful, reliable way of working and ability to work in a team.

If you are ready to start your career and want to become part of a dynamic team, then send us your detailed application to bewerbung@dietchich.de with the subject "Application Assistant Site Manager". We look forward to getting to know you and exploring the exciting world of administration with you!