

## Job advertisement Back Office & Project Assistant (m/f/d)

### Our company

Hightex Maintenance GmbH is a globally active company that has existed for over 30 years and is dedicated to the care and maintenance of innovative and spectacular membrane constructions. We are one of the leading suppliers of membrane solutions for the roof and façade sector.

To support our team in Breitbrunn am Chiemsee, we are looking for an employee for **Back Office & Project Assistant 20 h / week** (m/f/d) as soon as possible.

### Our offer

#### Your area of responsibility

- Organization of contact and appointments
- Organization and recording of sales meetings
- Project documentation (archiving and filing, project creation and project control)
- Support in purchasing
- Assistance and administrative preparations for the construction site
- Maintenance of customer data
- Preparation of offers
- Preparation of construction reports
- Creation and monitoring of employee duty rosters for maintenance projects
- Communication with contractors and customers
- Correspondence and preparation of various documents in English and German
- General administrative activities

#### Your profile

- Commercial education with professional experience in a small / medium-sized company
- Excellent computer skills (MS Office: Excel, Word, PowerPoint, Outlook)
- Reliable and independent working
- Able to think along/help shape things
- Driving license B
- Sociable manners and a can-do attitude
- Timely, flexible and independent work
- Enthusiasm for digitalization and paperless office
- Team player
- Fluent in English & German (writing and speaking)

We offer exciting and varied maintenance projects as well as space for autonomous work. You can expect a modern workplace with an open corporate culture and communication on an equal footing. We value flat hierarchies, a pleasant working atmosphere and offer our employees flexible working models in a highly motivated and committed team.

We look forward to receiving your application stating your salary expectation and the earliest possible starting date.

Please send your application file to: [info@hightex-group.com](mailto:info@hightex-group.com)

Wir freuen uns auf Sie!