

Facilities Services Staff (m/f/d)

As a Building Services Assistant (m/f/d), you will be responsible for ensuring safety and the smooth running of our plant – this involves checking people and goods, monitoring our security systems and welcoming visitors. In addition, you will support our team with general tasks, act as the point of contact at the switchboard, and handle the Procurement, configuration and administration of our IT systems.

HFC GmbH

Graf-Zeppelin-Strasse
16-20
33181 Bad Wünnenberg

Contract type

Permanent

Workload

50%

Start of employment

as of now

Language

German

Working time model

2-shift operation

Do you have any questions?



Sabrina Bönisch
HR Administration
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Apply online



You can find all the details online as well as the opportunity to apply directly.

Your tasks

- Your main responsibility is to check deliveries and vehicles. You will be responsible for managing and issuing centralised keys (for company vehicles) and monitoring
- Monitoring CCTV, alarms and fire alarm systems. Carrying out patrols both indoors and outdoors.
- Welcoming guests in a professional manner and directing them to the relevant contact persons.
- Procurement, configuration and management of all IT and telephony equipment
- Receiving, sorting and distributing post, and providing support with sample dispatch

What you bring with you

- You have completed a vocational qualification in the commercial or security technology sector, with demonstrable professional experience in IT
- Practical experience with IT ticketing systems and the hardware-related support of workstations
- Fluency in German and a good command of English
- A strong customer-focused approach, excellent communication skills, a professional manner and absolute reliability in adhering to security protocols
- Willingness to work shifts

What we offer



Health

Your well-being is important to us: take advantage of our health management program and regular check-ups with our company doctor!



Fair wages and social benefits

Our employees are paid according to our in-house collective agreement. You will receive collectively agreed special payments and attractive bonuses for employee referrals. In addition, we offer you access to our corporate benefits program (discounted online shopping offers) and the JobRad bike leasing scheme.



Family-friendly employer

HFC has been recognized as a "Family-Friendly Company in the Paderborn District." Arrange your working hours flexibly with part-time models, work in professional workwear, and experience an inclusive work environment where diversity is valued and encouraged!