

Welcome to Sisuplan. Discover a wide range of career opportunities and contribute your skills to exciting projects. Become part of a highly motivated team and design the architectural masterpieces of tomorrow.



## YOUR CAREER WITH US



Visionaries and pragmatists, thinkers and doers, architects and construction planners - diversity enriches our company. We are colleagues, employers and employees and always remain authentic.

Transparent communication is a matter of course for us and is actively practised. Our doors are always open, even when it comes to challenging topics. Our aim is to achieve good results in our work. We focus on individuality, a positive attitude and stable cooperation.

## HOW TO APPLY



## BENEFITS

We strive to ensure that our employees are both productive and enjoy a pleasant working environment so that they can realise their full potential. We provide various opportunities for this.



### RETIREMENT PROVISION

Do more for your pension? We support you with subsidies and tax benefits.



### FLEXIBLE WORKING

Flexitime arrangements and flexible working hours that are tailored to your personal needs.



### FURTHER TRAINING

Support for professional training and further education measures.



### GOOD HEALTH

Preventive measures and health sports - we want you to be well.



### TEAMBUILDING

Joint barbecues, our summer party - if you work well, you have to celebrate.



### INCENTIVES

Exciting further training, visits to outstanding architecture - travelling together educates.

# VACANCIES

## FULL-TIME SECRETARY IN LEIPZIG (M/F/D)

### Your tasks

- Processing incoming and outgoing mail
- Answering telephone calls and forwarding them to the relevant persons
- Keeping and managing files, records and reports
- Writing according to dictation
- Organising and managing office supplies

### Ideally, you should have

- Professional experience as a secretary (m/f/d)
- Business fluent in written and spoken German
- Very good PC skills and knowledge of MS Office
- Personal responsibility, ability to work in a team

### We offer you

- Permanent employment contract
- Flat hierarchies and short decision-making processes
- A committed team and a pleasant working atmosphere
- Fresh fruit, free drinks and physiotherapy once a month

Have we aroused your curiosity or even piqued your interest? Then please send us your application documents by e-mail to [bewerbung@sisuplan.de](mailto:bewerbung@sisuplan.de). If you have any further questions or queries, please do not hesitate to contact Heiko Kauerauf by telephone or in writing.

We look forward to receiving your application and hope to welcome you as a new team member at Sisuplan soon.

## FAQ AND APPLICATION TIPS

Taking ecological and sustainability aspects into account at every stage of planning helps us to construct buildings that are not only functional and aesthetically pleasing, but are also in harmony with the environment and offer future generations an environment worth living in.

### **Can I also send you an unsolicited applicatio**

Yes, very gladly. The best way to do this is via our e-mail address [karriere@sisuplan.de](mailto:karriere@sisuplan.de)

### **How can I apply?**

The easiest way is to send your application by e-mail to [karriere@sisuplan.de](mailto:karriere@sisuplan.de). Ideally, you should send your documents as a PDF attachment.

### **What documents do I need for an application?**

We need an informative CV and your most recent references. Make sure that your documents include your full contact details so that we can contact you. We do not necessarily need a cover letter. However, you are welcome to send us your salary expectations and desired starting date.

### **How does the application process work?**

Once we have received and checked your application documents, we will contact you to arrange an appointment for a virtual video interview. You don't have to come to our company for this, but can conduct the interview from the comfort of your own home. All you need is a computer or smartphone and a (stable) internet connection. We will send you the link for the interview by email. The second interview will then take place live. We will then let you know within 5 working days whether you have been offered a job with us.

### **How can I prepare for the job interview?**

Relax and stay authentic. We want to get to know you and find out more about you. Our questions are not aimed at testing your specialist knowledge, but at getting a picture of your personality.

### **Is there a dress code?**

No, there is no dress code at our company.

### **Can I do an internship at Sisuplan?**

Yes, we offer various internship opportunities. Please contact [karriere@sisuplan.de](mailto:karriere@sisuplan.de). We will answer your individual questions.

### **Do you offer working student jobs**

Yes, we always offer working student jobs with us. Please contact [karriere@sisuplan.de](mailto:karriere@sisuplan.de). We will answer your individual questions.

### **Do you also offer a dual study programme?**

We are a recognised practice partner of the Staatliche Studienakademie Sachsen for dual training at BA Leipzig and BA Glauchau. Please contact [karriere@sisuplan.de](mailto:karriere@sisuplan.de) for more information.

### **Can I write my Bachelor's or Master's thesis with you?**

Yes, we always offer the opportunity to write Bachelor's and Master's theses with us. Please contact [karriere@sisuplan.de](mailto:karriere@sisuplan.de). We will answer your individual questions.

# APPLICATION FORM

Job advertisement (m/f/d)

---

Your first name (\*)

Your surname (\*)

Your e-mail address (\*)

Your telephone number

How can we contact you to arrange an interview? (\*)

---

(\*) This field is required

Your details from the application form, including the personal data you provide, will be stored by us to process your enquiry and in the event of follow-up questions. We will not pass on this data without your consent. The data will be deleted once the enquiry has been processed. I have read and accepted the privacy policy

I agree that my details from the form will be collected and processed to answer my enquiry. (\*)