



# Assistant – acceptances and handovers in turnkey construction (m/f/d)

## exsos means passion!

We develop real estate products for life and the environment in standardized construction made of solid wood, with full responsibility towards society. Our expertise creates security of supply in the care sector. We are diversifying our sphere of activity, and systematically expanding our multi-professional teams with experts who will be contributing to the work to ensure that an understanding of sustainability is experienced in society as a whole.

## Turning your knowledge into impact

Tried and tested processes ensure efficiency and quality of your everyday work, and provide space for your commitment. We provide you with the best possible conditions for professional development. And we treat you as an equal in everyday life. We respect your time and guarantee fixed working hours. Professional on-site communication is part of our corporate DNA as well as caring for stress-free weekends. You will experience security and mobility thanks to individual TOP remuneration and sustainable company cars for your personal use.

## Join our team – apply now!

If you have any questions, please do not hesitate to contact us by phone or email. Please send your application documents with cover letter, CV and certificates, stating your earliest possible starting date, to:

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Phone: +49 (0) 3677 8928900  
Email: [bewerber@exsos.com](mailto:bewerber@exsos.com)

## Your qualifications

- A degree in architecture/civil engineering or equivalent education
- Experience in acceptance processes
- Knowledge of fire protection
- Confident handling of CAD programs and MS Office365

## What makes you stand out?

- Organizational skills
- Structured and independent work
- Confident attitude
- Ability to work in a team and good communication skills
- Sense of responsibility
- Reliability and accuracy
- Engagement and motivation

## Your tasks with us

- Support of the construction management in interior fitting out
- Organization and coordination of acceptance and handover processes
- Creation of documentation documents
- Property handovers to tenants/operators and buyers
- Participation in construction site appointments for acceptance of construction tendering regulations with site management
- Monitoring of qualitative execution standards