

ANICON. Sustainable Projects & Construction Management continued success in securing large-scale construction projects is increasing the demand for a dynamic **Assistant Project Manager (Civil Engineer / Structural Engineer)** to join our experienced team in our offices in Athens.

Our projects relate to high-profile local and international clients in the residential, hospitality, and commercial sector giving our Assistant Project Managers a diverse and exciting workload. This is a fantastic opportunity for Civil Engineers looking to grow with ANICON. in the Construction Project Management field. In return, we will provide the necessary support to take your career to the next level.

The position reports to the Projects Director & Founder & Managing Director.

Major Tasks & Responsibilities

- Work directly and support Project Managers to help implement project goals.
- Liaise with the Project Lead and other project managers to maintain project schedule and efficacy.
- Oversee variable aspects of projects and provide direct assistance to ensure timely execution.
- Provide high-quality project and program management services across the project lifecycle.
- Assist with procuring materials and other items necessary for completing project goals.
- Produce quantity take-offs.
- Review project implementation and gather data on project execution.
- Review the constructability and compatibility of design drawings.
- Providing top-quality customer service to our clients.
- Follow project progress meetings.
- Produce monthly reports including timelines, risk registers, etc.
- Provide site work when necessary.

Technical Experience:

- 2 to 4 years of technical background in construction as a civil engineer (buildings private sector).
- Knowledge of RFI's, Change Orders, Submittals and Scheduling.
- Exposure to Project Management will be considered a plus.
- On-site supervision.

Use of Systems:

- Proficient in MS Office
- AUTOCAD, BIM, or other design programs will be considered a plus.

- Construction management software (i.e. Microsoft Project, Aconex, Procore) will be considered a plus.

Education

- MSc. in Civil / Structural Engineering (prerequisite)
- Member of the Technical Chamber (prerequisite)
- Project Management Qualification is considered a plus.

Languages:

- English proficiency is a prerequisite.
- Greek proficiency is a prerequisite.

The Assistant Project Manager Profile: Abilities and Skills

- Interpersonal Skills: use of courteous manner when liaising with colleagues at all levels.
- Communication intelligence verbal and written.
- Critical Thinking and Decision Making: you are a disciplined thinker.
- Ability to work in a fast-paced environment, effectively balancing multiple concurrent assignments.
- Analytical Skills: you love numbers.
- Problem-Solving: you are a problem solver able to think complex issues through and develop effective solutions in a timely fashion.
- Attention to Detail.
- Organization & Time Management Skills.
- Proactive: thinking about the possible risks and how to overcome them.
- Customer Service oriented (internal and external).
- Listening Skills.
- Good at receiving feedback.
- Ability to work on own initiative – self-management – self-motivated.
- Calm under pressure.
- Team player.
- Flexible.
- You are a continuous learner interested in developing new skills.

ANICON. is committed to having a diverse, equitable, and inclusive workforce.

If you see yourself in this position, please send your application to buildwith@aniconprojects.com . If you know someone who matches the profile, please pass this job post on to them!

Thank you for your interest in **ANICON.**