

Ble Kedros company, part of COCO-MAT Group of companies, which is active in the field of real estate development and investment, is looking for a Construction Project Associate.

Location: Kifissia

Job brief

We are looking for a **Construction Project Associate** to assist in the planning and supervision of construction projects (mainly hotel projects) from start to finish. The candidate will participate in a team that organizes and oversees construction procedures and ensures they are completed in a timely and efficient manner. The goal will be to ensure all projects are delivered on time according to requirements and without exceeding the budget set.

Responsibilities:

- Collaborate with engineers, architects etc. to determine the specifications of each project
- Monitor, register and report all project aspects including budgeting, agreements with contractors, invoices, payments
- Negotiate contracts with external vendors to reach profitable agreements
- Obtain permits and licenses from appropriate authorities
- Assist in the planning of all construction operations to ensure deadlines will be met
- Assist in the supervision of the work of labourers, mechanics etc. and provide guidance when needed
- Ensure adherence to all health and safety standards and report issues

Requirements and skills:

- Meng/MSc/BSc/BA in civil engineering
- Experience as construction project manager is necessary
- Project management principles
- Familiarity with quality and health and safety standards
- Good knowledge of MS Office
- Familiarity with construction/ project management software
- Outstanding communication and negotiation skills
- Excellent organizational and time-management skills
- A team player with leadership abilities
- PMP or equivalent certification will be an advantage

What we offer:

- Competitive Salary: We provide a remuneration package that reflects your skills and experience
- Permanent Employment: Enjoy job security with a permanent contract
- Private Health Insurance: Comprehensive health insurance coverage for you and your dependents.
- Career Growth Opportunities: Access to professional development and advancement in a dynamic and rapidly growing industry in the field of real estate investment and development

Kindly send your application to the following email address: etataraki@coco-mat.com