

VACANCY ANNOUNCEMENT

Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro and the Netherlands, employing approximately 6,000 people. The activities of BALFIN Group comprise the development and management of real estate, retail, mining industry, banking, tourism, energy, logistics, etc. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation and social investment.

Mane TCI Company, part of BALFIN Group, is a leader in the construction and investment of development projects in Albania and the regions. Founded in 2001, Mane TCI specializes in the field of civil and industrial construction such as Shopping Centers, Residential Buildings, Social and Cultural Centers, industrial constructions and infrastructure.

Position: QA Engineer
Department: HSE & QA
Location: Palasa

Summary: QA Engineering is responsible for the company to fulfill legal requirements and requirements derived from quality procedures. Follows the implementation of procedures with subcontractors, the process of laboratory tests for various samples of materials and ensures that everything is in accordance with the standards.

Main Responsibilities

- Ensures that the company fulfills legal requirements and requirements derived from quality procedures;
- Improves and implements company procedures;
- Follows every construction site for the implementation of quality procedures according to the company;
- Follow the sampling process and its testing accredited and licensed by the DPSH. Ensure that test results, monitoring process and data recording are documented;
- Prepares the quality file for specific import materials that can not be analyzed in our laboratories;
- Follows the implementation of quality in various technological processes during the implementation of works;
- Compiles recipes for special concretes and mortars;
- Draft reports for poor quality materials and works;
- Completes the relevant quality documentation for each object;
- Follows the quality control of works for all construction sites;
- Oversees working items to ensure quality standards compared to technical specifications;
- Assists teams or subcontractors to implement information that influences process improvement and resolution of quality issues;

- Periodically conducts training of technical staff on quality;
- Periodically conducts inspections of works and technical details on the quality and preparation of technical reports;
- Follows the quality of raw materials coming to the construction site from different suppliers;
- Approves materials that are implemented on construction sites;
- Before submitting the works, it makes quality inspections in the units / works that are delivered to the investor;
- Prepares periodically 2 times a month, Technical Report on works and materials for Construction Manager and Regional Project Manager;
- Other tasks assigned to him.

Education: Possess a university degree in Civil Engineering

Requirements:

- Certificate indicating participation in quality-specific courses;
- Very good knowledge of quality standards;
- Very good knowledge of English;
- Ability to work in a team and find solutions;
- Good communication and interpersonal skills;
- Very good knowledge in using software (Microsoft Office suite, etc).

Application Procedure: To apply for this position, please submit a CV and a Motivation Letter before July 13, 2022 on the [link](#).

** All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".*