

## 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:** Site Engineer

**Department:** Technical

**Location:** Mullet, Tirana

**Summary:** The Site Engineer implements the Site Manager's directives and inspects the works in accordance with the design, technical specifications and KTZ, applicable legislation, safety & health conditions.

### Main Responsibilities:

- Compliance Control of projects and details (Identification of discrepancies between architectural - constructive projects - KUZ - KUB, underground infrastructure engineering), including reviewing details and providing technical solutions for implementation, as well as constructive and architectural detailing of various elements;
- Compiling and following the construction schedule according to the project and the organization plan;

- Compilation and control of all technical and legal documentation on site, such as reports, measurement sheet, bill of quantity, control and steaking out plan, etc.;
- Quality control and safety issues at site, ensuring that all rules are being implemented according to the QA/QC and HSE management regulations as well as the rules in power;
- Controlling subcontracting firms and taking measures to meet legal requirements for technical insurance on site;
- Monitoring the quality of first hand materials coming to the construction site from different suppliers;
- Approval of materials implemented on site;
- Ensuring the implementation of works in accordance with the company's quality management policy;
- Taking over the implementation works, conducting regular inspections;
- Preparation of snag lists, lacking or unfinished works as part of the testing process;
- Strict implementation of enterprise contracts, technical rules and dress code;
- Preparation of quality control files for specific imported materials that cannot be analyzed in our laboratories;
- Monitoring quality in various technological processes during the implementation of works;
- Organizing and coordinating with subordinate staff (technician, foreman, plumber, electrician, surveyor) for works on site;
- Leading the works, planning the work fronts for different processes and contractors, coordinating the work program between the contractors, where their work intersects in certain phases;
- Identifying the needs for materials and their good management, needs of machinery and labor force;
- Preparation of daily and weekly reports on issues and related progress;
- Periodic cost control, in accordance with the bill of quantity;
- Identification, planning and calculation of volumes for items of the bill of quantity and items of new or unforeseen works in the bill of quantity;

**Education:** University Degree in Civil Engineer.

**Requirements:**

- Minimum 5 years of work experience in Civil Works (construction & finishing works);
- Ability to read, analyze and explain MEP projects, business correspondence, contracts, procedures and technical manuals;
- Ability to manage various specific projects and contracts involved in construction projects;
- Ability to present issues as efficiently as possible, excellent verbal and written communication, preparation of reports, etc.;
- Principles and practices in the use of software (CAD, EXCEL, MS-PROJECT (or PRIMAVERA), 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".*