

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 the 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 the 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 Center, Residential Buildings, Social and Cultural Centers, industrial construction and infrastructure.

Position: Site Manager
Departments: Technical
Location: Vlora

Position Summary: Site Manager is responsible for the development and completion of the project and in view of this goal, must fulfill managerial, organizational, supervisory, coordinating and decision-making responsibilities and tasks.

Main Duties and Responsibilities:

- Participates together with project manager in project budget preparation and management;
- Prepares and manages the work schedule and tracking its progress;
- Implements Works in this Project in full compliance with the approved Projects, directives and standards of the Company as well as by KTZ;
- Controls and approves the interim and final payment certificate;
- Manages the technical-administrative structure of the project;
- Compilation of the technical part of the enterprise contracts including construction standards, specifications, and project plans;
- Determining the annexes to the contract (Change Order) and ensuring their attachment to the contract;
- Continuous monitoring of contracts;
- Approval of penalties;
- Works with relevant structures to determine and analyze project costs;
- Guaranteeing the implementation of technical-administrative procedures of the company;
- Provides documentation at all stages of the project. Prepares short-term plans depending on the progress of the project;
- Ensures that the quality of works is according to appropriate standards by supervising and controlling the progress of works throughout the construction site;

- Ensures that all project requirements and/or objectives are properly documented;
- Ensures that project documentation is complete and current;
- Provides administrative and engineering assistance to construction contractors, contractors, to resolve uncertainties and problems and ensure successful completion of the project;
- Preparation of periodic reports on the progress of projects;
- Determines the needs of technical staff, organizes the work and approves the tasks for the staff under his direct supervision;
- Manages and controls the implementation of tasks;
- Guides subordinates in the work process, gives continuous feedback to them;
- Monitors their progress and development, provides technical assistance, monitors work progress and evaluates performance;
- In cooperation with HR, prepares performance appraisal for employees who are directly subordinate to it and approves performance appraisal for the second and third level of department organization;
- Proposes, promotion and demotion of staff that has professional growth at work, accompanied by relevant assessments or cases of demotivation for employees who have violated work standards resulting in their penalty;
- In cases where the construction site does not have a Technical Manager, this role will be followed by the Site Manager;
- Other tasks assigned to him;

Education: To have a university degree (Master Level) in Civil Engineering.

Other qualifications:

- To have work experience of not less than 10 years;
- Very good management, organizational, planning, design and communication skills;
- Ability to read, analyze and explain projects, business correspondence, contracts, procedures and technical manuals;
- Ability to manage various specific projects and contracts involved in construction projects;
- Ability to present problems as efficiently as possible, excellent oral and written communication, preparation of reports, etc.
- Very good knowledge of English (knowledge of another language of the European community would be an advantage);
- Have initiative and flexibility regarding working hours;
- Principles and practices in the use of software (CAD, EXEL, MS-PROJECT (or PRIMAVERA) etc.)

How to apply:

To apply for this position, please submit a CV and a Motivation Letter before **31/05/2022** to the [link: https://manetci.zohorecruit.eu/jobs/Careers/21072000000818034/Drejtues-Kantieri?source=CareerSite](https://manetci.zohorecruit.eu/jobs/Careers/21072000000818034/Drejtues-Kantieri?source=CareerSite)

At the end of the process, only the selected candidates will be contacted.

Deadline for submission: 31/05/2022* All applications will be treated with complete confidentiality according to law no. 9887 decided by the Albanian Parliament on "Personal Data Protection".