



JOB DESCRIPTION FORM

Position:	Structure Data Operator
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Organizational Information:	Department:	Structure
	Project:	North Macedonia Corridor 8 & 10d Motorway
	Immediate Supervisor:	Structure Technical Office Supervisor
	Reporting Position(s):	Structure Manager

Summary:	<ul style="list-style-type: none"> • Well-organized, detail-oriented • Familiarity with data entry logs and processes. • Excellent problem-solving and decision-making skills. • Strong communication and interpersonal abilities • Good organizational skills for managing and categorizing data effectively. • Attention to Detail
Primary Responsibilities:	<ul style="list-style-type: none"> • Administrative assistance, maintaining accurate records, coordinating communication, and ensuring efficient office operations within the department.

Job Requirements:	Education Level:	Bachelor of Science(preferably) or High School Diploma
	Discipline:	N/A
	Foreign Language:	English (Advanced)
	Computer Skills:	AutoCAD (preferrable), MS Office
	Functional Competencies (Technical Knowledge and Skills):	Knowledge of general office procedures and protocols. Record-keeping and maintaining accurate documentation
	Experience:	0-5 Years
	Job Location:	Gostivar
	Other:	