

Job description

Position: Project Management Coordinator

About the company

Forton Macedonia is a premium consultancy company with main focus on commercial real estate. We are a subsidiary of Forton International and Bulgaria's largest real estate holding company AG Capital and an Alliance Partner of Cushman & Wakefield, the world's largest privately owned real estate advisory firm, for Bulgaria, Serbia, Macedonia and Kosovo. Our alliance with Cushman & Wakefield contributes to the successful blend of local real estate insight and experience with international expertise. So is Cushman & Wakefield our gateway to investors in more than 60 countries all over the world. We employ this hands-on experience to add value to our clients' real estate projects and developments.

About the position

Project Management Coordinator.

Candidate Qualifications:

- Degree in Architecture, Construction or Technical Sciences;
- Minimum experience of 5 years in Construction Project Management and/or as Surveyor;

Key Responsibilities:

- Project Development (Site selection, Design Management, Cost Management, Tender Management, Construction, and Project Completion);
- Technical Due Diligence (Reviewing of the structural design and a detailed survey of the technical systems of the building; Reviewing of the available design drawings, visual inspection and measurement of major dimensions of the actual built-up, gross built-up area and net areas; Advising on quality issues or apparent defects regarding finishing works and preparing a relevant snag-list of items to be addressed; Reviewing of the project's fire safety solutions; Assessment of the accessibility for car and pedestrian access; If required, assisting the Client in drafting the technical annexes to agreements to be signed, including specifications and standards, time schedules, follow-up issues, and others.);
- Built-to-suit (Identify specific business requirements and lead the design process to meet all client objectives. Perform competitive tender in order to obtain the best value for our clients. Checks for the deliverability of each bid and resolution of potential risks. Monitor the project plan and execution of the project securing that important deadlines and quality requirements are met);
- Fit-out Management (Planning and Design Management; Tendering and permitting; Construction monitoring, completion and hand-over; Move management);
- Lender's Supervision (Provide the lenders with timely and reliable information regarding the overall progress and performance of projects. Key objective is to protect our clients' interests and reduce risk through monitoring and reporting against pre-agreed programmes and budgets. Lender is informed of the overall status of their project by observing progress, quality of work, deficiencies, the overall schedule, conformance with approved plans and specifications, and the project's financial feasibility);

Potential Candidate Source:

- Engineer or Architect working for construction company;
- Construction Project Manager working preferably for international construction company like STRABAG;
- Surveyor working for local or / international consulting or construction company;
- List of companies with license A for survey of construction <http://www.dtirz.com/sekcija-za-klienti/lista-na-kompanii/>

Note:

Only shortlisted candidates will be contacted. All incomplete applications will not be taken into account during the contact process.

Contact person

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