



East Gate Mall is the largest urban shopping district in Macedonia, designed to the highest standards, it offers unique shopping experience with major high street brands and additional services. The new place in Skopje not only continues the shopping story, but it also represents a multi-purpose entertainment, dining and leisure hub, with a range of activities that cater to all ages and tastes. Everything you want, you get here!

We are seeking to employ a person with Multi Construction experience for our Complex Project in Skopje Macedonia, for the position of

Tenant Coordinator

The candidate should have proven ability to perform in full capacity in Tenant Coordinator role, as well knowledge and experience of /with the following: Latest Architectural disciplines and technologies and their effective use on the project; Latest MEP disciplines and technologies and their effective use on the project; Civil & Architectural design and construction technology processes & procedures for Large-scale and complex Projects such as Shopping Centers and High Rise Buildings

Responsibilities:

- Ability to manage multiple projects
- Coordinate Tenants, Contractors and respective contracts
- Coordinate schedule and budget information and must be able to identify when the need to intervene arises
- Ability to review project documents (drawings, specifications, RFI's, schedules, etc.) and evaluate the completeness for the respective phase of design and/or construction
- Responsible for managing the quality of the project(s) and manage facility to ensure successful completion as it relates to "on time" and within budget
- Must familiarize and develop a strategy to coordinate the requirements/needs of all interested parties (Tenants, designers, contractors, user groups and the community)
- Must be able to analyze requested changes and to manage the change process
- Responsible for plan and project coordination efforts separate line other duties as determined by the program and departmental requirements Monitoring the contractor's schedule
- Prepare overall project schedule to measure contractor's schedule performance
- Coordinating communications between contractor, client, site personnel, and consulting engineers
- Preparing a daily field report and weekly summaries
- Documenting the number of contractor's personnel on site, work accomplished and key issues
- Prepare punch list(s) and monitor complete

Qualifications:

- Bachelor's Degree in Architectural Engineering.
- Strong verbal and written communication skills
- Effective leadership skills for managing and mentoring field staff
- Ability to take charge and effectively manage contractors to meet project schedule
- Knowledge of safety regulations
- The ability to work well with others, and willingness to learn in a team environment
- Ability to evaluate contractor provided construction CPM schedules, including logic and sequencing
- Previous Mall experience is preferred

Required Experience:

- Minimum of 10 years of construction experience serving as a Lead Project Architect
- Experience with project management software, CAD, Microsoft Word, Excel, Outlook and Power Point

All interested candidates that meet the required education, skills and experience for this working position, should apply on the button below, no later than **01.05.2020**.