



Due to expansion of our operations, for our office in Belgrade we are looking for:

Project Manager

RESPONSIBILITIES

- Monitors and coordinates the execution of the various services and processes relating to client contracted agreements for project management and tenant improvements. Works in collaboration with the assigned account manager, building or facility management team, clients, owners and others
- Develop and manage project budget and schedule
- Create and evaluate project reports and provide project status to the clients
- Supervise vendors to ensure satisfactory project completion
- Prepare and communicate project status
- Successfully initiate, plan, execute and close all project deliverables as committed
- Ensure project definition documents are prepared and maintained
- Manage day-to-day operational aspects of a project and scope
- Advise corporate management on all perceived risks to the successful completion of the project, and obtain decisions and approval from management on changes to project scope, design, schedule and cost
- Ensure that appropriate communication occurs regarding all user meetings and consultations with the customer

EDUCATION AND EXPERIENCE

- Bachelor Degree in Construction Management, Architecture, Engineering or related discipline
- 3+ years of project or construction management experience
- Solid understanding of the construction industry, terminology and documentation, Advanced knowledge of Microsoft Office
- Proficiency with project management tools (e.g. Microsoft Project)
- Proficiency with AutoCAD
- Fluent in both written and spoken English

SKILLS

- Strong organization with proven leadership and interpersonal skills
- Ability to perform duties under deadline pressure in a fast-paced, high volume environment
- Proven record of providing excellent internal and external customer service
- Excellent oral and written communication skills, including presentation skills

INTERESTED ? Please send your CV no later than Wednesday , October 28th 2020, to jobs@cw-cbs.rs

Only short-listed candidates will be contacted.

Personal data collected in this manner will only be used in accordance with the Personal Data Protection Law. Before sending your application please inform yourself of the way CBS International collects, uses, and processes personal data related to job applicants, at the following link: <https://cw-cbs.rs/obavestehje-o-obradi-podataka-licnosti-kandidata-za-posao/>

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WHEN YOU THINK OF PROPERTIES