

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.

Green Coast Company, part of the Balfin Group, is a company focused on the design, construction, commissioning, administration, maintenance, management of Tourist Resorts, development of Tourist Facilities and Villages and hotel units.

**Position:** Architect

**Department:** Technical/ Architecture

**Location:** Tirana

**Job Summary:** The Architect processes the project graphics and reports to the relevant structures.

**Main Responsibilities:**

- Processes drawings of layouts and other object details according to the requirements of the project managers;
- Maintains constant links with design studios and project managers;
- Designs preliminary sketches according to the requirements of the project managers, using design software like (CAD, SketchUp), which suggest the form and the overall view of the building;
- Exchanges valuable information and coordinates with the DA, the architect of the project, the PM, the Sales and Administration department and with the managers of the field

implementation teams;

- Prepares drawings on time according to the requests;
- Prepares architectural drawings to be included in tendering packages, accordingly;
- Gets familiar with the implementation of the project on the field, of other projects in development and with the company structure;
- Reads projects of all disciplines, reports and technical specifications for developing facilities;
- Supervises the quality and deadlines of architectural works and materials;
- Prepares weekly reports on individual work;
- Other tasks given by the supervisor.

**Education:** University Degree in Architecture;

**Requirements:**

- Have at least 3 years of working experience in the same field;
- Ability on issues of organizational and functional schemes of objects and details of refinishing;
- Ability to coordinate the project with the work of other disciplines, such as: Construction, Electrical, Mechanical;
- Ability to work in a team;
- Very good knowledge of English language;
- Use of Auto Cad, SketchUp, 3D Max, Microsoft Office, Adobe Photoshop.

**Application Procedure:** To apply for this position, please submit a CV and a Motivation Letter before 28<sup>th</sup> September 2021 to the e-mail address [hr@greencoast.al](mailto:hr@greencoast.al) with specified subject **GC Architect \_ 0921**

*\* All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".*