

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: Investment Officer Green Coast

Department: Administration

Location: Tirana

Job Summary: The Investment Officer is responsible for following up, monitoring, developing and completing the project. In order to reach this task, the investment officer must fulfill managerial, organizational, supervisory and coordinating responsibilities and tasks. Prepares proposals for decision making, directs the documentation process from project receipt, opposition phases, deviations checks, project submissions and receipt of building permit confirmations.

Main Responsibilities:

- Follows the contractual obligations of subcontractors / designers / developers / investors;
- Follows the project from the moment it's delivered to the design studio / investors to the submission of ownership certificates and signing of contracts / agreements with developers;
- Coordinates the work between the design studios of different fields (architecture/ infrastructure/ engineering projects) and receives the Investor's confirmation regarding them;
- Ensures that the Project Idea and Strategic Project Developments have received the Investor's Confirmation;

- Provides and controls the correct and confirmed project before applying for a construction permit;
- Ensures and controls that there are no deviations from the project even after obtaining the construction permit;
- Preparation and management of the project budget in all necessary cases;
- Follows the business plan of the projects and updates it according to their developments;
- Negotiates project contracts / agreements to reach profitable agreements with third parties / developers;
- Ensures that the quality of works is according to the appropriate standards, supervising and controlling their performance in accordance with the standards of the company and KTZ, conducting periodic audits;
- Prepares periodic reports on the progress of projects;
- Works with relevant structures to determine and analyze project costs;
- Prepares project schedules and follows them until implementation within the set deadlines;
- Undertakes periodic site inspections to monitor progress on site;
- Provides documentation at all stages of the project and prepares short-term plans depending on the progress of the project;
- Interacts and coordinates with the group companies for the assets benefited from the project and that will be given to them in development / sale / management, etc;
- Follows the bills of designers until their liquidation;
- Maintains correspondence and documents written information;
- Other tasks given by the supervisor.

Education: University Degree in Architecture;

Requirements:

- Have at least 5 years of working experience in the same field;
- Very good managerial, organizational, planning, design and communication skills;
- Ability to read, analyze and explain projects, business correspondence, contracts, procedures and technical manuals;
- Ability to manage various specific projects and contracts involved in construction projects;
- Ability to present the issues as efficiently as possible, as well as to compile various reports, etc;

- To have flexibility regarding working hours;
- Very good knowledge of English language (knowledge of other European languages would be an advantage);
- Use of CAD, 3DMax; Photoshop, EXEL, MS-PROJECT (preferably Revit, etc.)

Application Procedure: To apply for this position, please submit a CV and a Motivation Letter before 28th September 2021 to the e-mail address hr@greencoast.al with specified subject **GC Investment Officer _ 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".*