



Project Manager

Prime Property Group is one of the leading and fastest growing companies in the property market in Cyprus and Greece, offering its clients such services, as property sales, rentals, management, construction and other related services. Prime Property Group is willing to enlarge its internal staff and is currently looking for a **Project Manager**.

Main tasks and responsibilities:

- Organize and control of the projects assigned from the ground up to commissioning
- Monitor the project's key parameters such as budget, time and quality
- Collaborate with engineers, architects etc. to determine the specifications of the project
- Oversee and review technical drawings and specifications
- Monitor and facilitate the project execution, project administration, correspondence, flow of information and data
- Attend progress and technical meetings and perform site inspections in order resolve issues when they arise
- Prepare cost estimations and analysis
- Perform overall quality control of the work (budget, schedule, plans, personnel's performance) and report regularly on project status
- Oversee delivery and commissioning
- Evaluate progress and prepare detailed reports for the management team
- Monitor and enforce compliance to applicable codes, practices, QA/QC policies, performance standards and specifications
- Management of construction operations on site, ensuring that the project is brought to a successful completion and meets the required time, budget and quality constraints
- Planning and scheduling
- Providing technical advice and solving problems onsite
- Ensuring the implementation of health & safety procedures, policies and legislation
- Materials schedule and budgeting

Requirements for the position:

- Degree in Civil Engineering or related discipline
- 5 years' experience in the construction industry
- In-depth understanding of construction procedures and material and project management principles
- Fluent in English and Greek
- Good knowledge MS Project, AutoCad, MS Office
- Excellent planning and problem solving skills
- Advanced interpersonal and communication skills
- Ability to meet deadlines and work under pressure
- Team player with leadership abilities

What do we offer:

- Competitive compensation package
- Provision of 13 salary
- Career perspectives within a fast growing business environment
- Training opportunities and experience in challenging projects

Interested candidates are kindly requested to submit their CV with a subject "Project Manager" to hr@prime-property.com