

VACANCY

Company Profile: 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.

ACREM is part of the BALFIN Group specialized in providing Real Estate Management. ACREM is the managing company of TEG and QTU shopping centers, TLP, Rolling Hills and Ambassador 3. With a large network of professionals, ACREM offers a broad package of services such as: Financial Consultancy, Marketing, Leasing and Management.

Position: Architect
Department: Retail Project Development
Location: Retail Office, Tirana

Summary of the Position

The Architect follows in detail the implementation of an object in the sense of architectural oversight and the solution of details that have not been resolved in the implementation project. Will handle a wide range of administrative and executive tasks and will work independently or with little supervision.

Duties and responsibilities:

- Consults with other professionals regarding the design of a project;
- Prepares and presents visibility reports and design proposals for supervisors;
- Ensures that the projects are within financial budgets and deadlines;
- Production of detailed works, drawings, estimates and specifications;
- Completes with details, finishes and follows the implementation of the project by supervising and taking the necessary steps to ensure the correct implementation of projects and estimates;
- Negotiates with contractors and other professionals;

- Preparation of planning applications and building control departments;
- Manages the project in order to coordinate the work of contractors;
- Supervises a project from start to finish;
- Regular visits on site to check the developments by ensuring that the project is running on time and within budget;
- Solves problems and issues that might arise during construction;
- Ensure that the environmental impact of the project is managed;

Requirements

- Bachelor degree in Architecture, Master degree is preferred.
- Minimum of 3 years' experience in same/similar positions handling the above mentioned responsibilities.
- Excellent teamwork skills.
- Fluency in English, knowledge of other languages is an advantage.
- Highly computer skilled.

Other Skills/Abilities

- Great communication / presentation skills.
- Methodical and organized.
- Creative thinking and strong analytical skills.
- Excellent ability to manage multiple priorities.
- Excellent ability to distribute and manage unstable and underprivileged situations.
- Honesty and integrity.

*Application procedure:

To apply for this position please submit your CV and Motivation letter before **15.04.2022** to: hr@acrem.al



**Leading people and
businesses to success.**

** Please note that only applicants, who fulfil the above mentioned criteria, will be contacted.*

** 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".*