

PROJECT ARCHITECT/ ENGINEER

Armeftis Partners & Associates Architects LLC in Limassol is hiring a Project Architect/Engineer

Main Tasks and Responsibilities:

- Day to day management of operations on-site, ensuring that the project is brought to successful completion and meets the necessary time, budget, and quality constraint.
- Providing technical advice and solving problems on-site.
- Track project technical and administrations progress.
- Host site meetings, monitoring the progress of the projects.
- Ensuring projects meet agreed specifications and time-frame.
- Arranging meetings, taking minutes, and keeping notes.

Requirements for the position:

- University Degree in construction related topic (Architecture, Civil Engineering).
- Knowledge of software: AutoCAD 2D, MS Office.
- Previous experience in similar position is a must.
- Knowledge of Local laws and regulations.
- Excellent internal communication skills in both Greek and English.
- Excellent written and verbal communication skills in both Greek and English.
- Solid organizational skills including attention to detail and multitasking skills.
- Effective problem-solving skills.
- Proven time management skills.
- Ability to operate with limited supervision.
- Ability to prioritize workloads and manage conflicting requests on time, in a continually fast-moving environment.

Additional qualifications:

- Strong working knowledge of Project Management Software and techniques such as the Smartsheet, Microsoft Project, or Primavera. Proven knowledge of the above software.
- Knowledge of Software: Revit

Application process:

Interested candidates are kindly requested to submit their **CV** and **portfolio** to the following email: careers@armeftis.com