

Cushman&Wakefield Forton is an advisory company focused on commercial real estate. We are Alliance Partner of Cushman & Wakefield - the world's largest privately held commercial real estate consultancy company for Bulgaria. We offer a wide range of commercial real estate services, including leasing, consultancy, valuations, property management, project management and capital markets services.

FOR OUR PROJECT MANAGEMENT TEAM WE ARE LOOKING FOR

PROJECT MANAGER

You thrive in fast-paced environments and you are enthusiastic, action-oriented, and results-driven. You are an ambitious self-starter, with a strong work ethic, intense will-to-win, and demonstrated personal excellence.

Responsibilities:

- Act as the project manager with overall responsibility for the management, performance and completion of new developments, refurbishments and fit-outs;
- Responsible for obtaining accurate time and cost estimates, then managing the project to quality, schedule and budget;
- Actively manage the project's critical path and critical resources;
- Use structured problem solving methodologies to identify root cause and effective corrective action;
- Provide leadership to the project team and work with team members to achieve common objectives;
- Prepare and present project milestone documents to review meetings. Work with team members to ensure accurate completion of all project related documents;
- Provide leadership in meeting the client, safety, quality, manufacturing, cost, and regulatory requirements with designs that have sustainable differentiation in the marketplace;
- Identify and analyze client's needs and recommend appropriate technical solutions to achieve maximum energy and/or cost efficiency;
- Gather information and conduct pre-project and feasibility studies;
- Assess costs, establish and/or review calculation methods and define capital investment requirements;
- Work on engineering designs, prepare reports, construction plans, specifications, calculations, quantity surveying, equipment selection, and cost estimates for various projects;
- Organizing and managing tenders and evaluating tender documentation;
- Duties may also include field activities such as site investigations;
- Prepare progress reports;
- Chair and minute meetings with all project teams.

Profile:

- Bachelor degree in Mechanical, Construction, Engineering or other relevant;
- At least 3 years of relevant experience;
- Experience in tender management will be considered as an advantage;
- Excellent command of Excel and Auto Cad, MS Project;
- Fluent in English – both verbal and written;
- Driving license is a must.

At Cushman&Wakefield Forton:

- We follow strictly ethical and professional standards;
- We care about our employees;
- We offer the opportunity to be part of motivated and friendly team of real estate professionals;
- We provide an excellent remuneration package and additional benefits;
- We care about quality of service and customer satisfaction.

If you are interested in the above position and you have the required qualifications, please send your CV to hr@cwforton.com

Deadline for applications: 31 August 2017.

All applications are treated as confidential and only short-listed candidates will be contacted.