

1. SITE ENGINEERS

Position: The successful applicants will be reporting to the Section Engineer and will be expected to plan, order and supervise the execution of portions of major construction works.

Qualifications & Responsibilities: Applicants should hold a Bachelor's or Master's degree, preferably in Civil Engineering from a reputable University and will have minimum 5 years relevant experience in building construction and specifically on projects over €10 million. Applicants will be pleasant, dynamic and hard working, team oriented individuals, who have the ability to schedule, co-ordinate, order and supervise the construction of sections of works. Registration with ETEK is a prerequisite.

2. SECTION ENGINEERS

Position: The successful applicants will be reporting to the Project Manager and will join an established team tasked with executing large-scale building project. Applicants will be expected to lead, supervise and direct the execution of sections of major construction works.

Qualifications & Responsibilities: Applicants should hold a Bachelor's or Master's degree in Civil Engineering from a reputable University and will have solid and extensive experience of minimum 12-15 years in the building construction and specifically on projects over €10 million. Applicants will be pleasant, highly motivated, dynamic and hard working individuals, able to demonstrate hands-on ability to lead and direct large groups of professionals. Registration with ETEK is a prerequisite.

3. QA/QC ENGINEERS

Position: The successful applicants will be reporting directly to the Project Manager and will join an established team of QA/QC professionals. They will be tasked with the preparation and running the project's Quality plan and will be supervising and co-coordinating the team for implementing the Company's QA/QC procedures on the construction activities of the project.

Qualifications & Responsibilities: Applicants should hold a Bachelor's or Master's degree in Civil Engineering from a reputable University, with minimum of 10 years of relevant experience in building construction and specifically on projects over €10 million. Successful applicants must be familiar with the specifications defined by quality standards such as ISO 9001, having experience and certificates as Lead Auditors for internal and external assessments and be able to demonstrate an excellent ability for implementing the Company's quality assurance procedures and supervising a team of inspectors for quality control of the executed work. Computer literacy, good communication, interpersonal & organizational skills, along with excellent command of the English language is essential. Registration with ETEK is a prerequisite.

4. HSE ENGINEERS

Position: The successful applicants will be reporting to the Project Manager and will be responsible for the implementation of all matters concerning Safety, Health & Environment on the assigned project or facilities.

Qualifications & Responsibilities: Applicants should be graduates from a reputable University with at least 10 years of extensive experience in safety management & safety regulations on building projects over €10 million. The applicants should hold minimum NEBOSH Certificates. Any other related qualification will be considered an advantage. The successful candidates as part of their work responsibilities must be experienced to prepare reviews & updates, set-up and operate HSE information system, oversee preparation of all HSE documentation for project e.g. safety plans, risk assessments, liaise with regulatory bodies, take part in internal audit procedures and participate in Management safety audits and workplace inspections, promote & contribute to the development of controls and coordinate work of topic specialists, etc. Registration with ETEK is a prerequisite.

5. LAND SURVEYORS

Position: The successful applicants will be reporting to the the Project Manager and will be tasked with the land surveying activities required for the completion of a part or the whole construction project they will be assigned to.

Qualifications & Responsibilities: Applicants should hold a Bachelor's degree in Civil Engineering or Land Surveying from a reputable University and will have minimum 5-7 years surveying experience on major building projects of over €10 million. They will be able to proceed with setting out, staking, leveling and all other land surveying by their selves or by supervise others. Successful applicants will have good practical knowledge of the latest surveying instruments such as Total Station and GPS, be capable transferring Total Station data to AutoCAD to prepare working drawings and experienced in supervising teams of surveying personnel. Experience in the use of Microsoft Office software such as Word and Excel and Autocad is also required. Good communication, interpersonal and organizational skills along with excellent command of the English language is essential. Registration with ETEK is a prerequisite.

6. MEP ENGINEER

Position: The successful applicants will be reporting to the Project Manager and will join a team to successfully design and execute large-scale MEP works. They will lead, supervise and direct execute sections of the projects.

Qualifications & Responsibilities: Applicants should hold a Bachelor's or Master's degree in Mechanical or Electrical Engineering with minimum 10 years of solid and extensive experience on projects over €10 million, in the building construction. Good knowledge of designing MEP works is essential. Good communication, interpersonal and organizational skills along with excellent command of the English language and high level of IT proficiency is essential. Registration with ETEK is a prerequisite.

7. PLANNING ENGINEERS

Position: The successful applicants will be reporting to their Project Manager and will be tasked with preparing and maintaining the project's program of works for major construction project.

Qualifications & Responsibilities: Applicants should hold a Bachelor's or Master's degree in Civil Engineering, from a reputable University with at least 5-10 years of experience on building projects over €10 million. They must have good understanding of the construction process and experience in large building/civil engineering projects. Good knowledge of Primavera Project Planner P6 version and Microsoft Project, plus excellent ability to produce detailed resource loaded and cost loaded Programmes of Work is a must. Registration with ETEK is a prerequisite.

8. MATERIALS ENGINEERS

Position: The successful applicants will be reporting to the Project Manager and will be handling all matters related to materials procurement (scheduling, ordering, follow up, etc.), custom clearance, storage and distribution.

Qualifications & Responsibilities: Applicants should hold a Bachelor's or Master's degree in Civil Engineering from a reputable University, with a minimum of 5 years relative site experience covering a broad range of construction projects of over €10 million. Experience in the use of Microsoft Office software such as Word and Excel is also required. Registration with ETEK is a prerequisite.

9. SENIOR QUANTITY SURVEYORS

Position: The successful applicants will be reporting to the Project Manager and will join an established team tasked with executing large-scale building and construction project. Applicants will be expected to handle contractually major construction projects, claims, variation orders, etc.

Qualifications & Responsibilities: Applicants should hold a Bachelor's or Master's degree in Quantity Surveying from a reputable University, be Member of the Royal Institute of Chartered Surveyors, with at least 10 years post qualification experience on projects over €10 million and who will head the Site QS Project Team. Responsibilities will include generally to oversee the function of the Site QS Team and liaise with the Site Project Management Team on the preparation of monthly progress payments, variation measurements, identification and preparation of claims and provisions of notifications, provision of financial and contractual advice to Site Management, verification of sub-contractor's payments and final account settlement. Registration with ETEK is a prerequisite.

10. ASSISTANT QUANTITY SURVEYORS

Position: The successful applicants will be reporting to the Senior Quantity Surveyor and will join an established team tasked with executing large-scale building and construction project. Applicants will be expected to assist in the preparation of tenders/estimates and deal with contractual and financial matters.

Qualifications & Responsibilities: Applicants should hold a Bachelor's degree in Quantity Surveying from a reputable University and have minimum 5 years relevant experience in building construction for projects over €10 million. Applicants will be pleasant, highly motivated, dynamic & hard working team-oriented individuals, who will have the ability to organize, plan, implement and supervise the day to day commercial aspects of the project. Excellent communication, organizational and interpersonal skills, together with excellent command of the English language is essential. Registration with ETEK is a prerequisite.

11. DRAUGHTSMEN

Position: The successful applicants will be assigned to the Company's building project and will be reporting to the Project Manager.

Qualifications & Responsibilities: Applicants should have minimum post-secondary certificate (HND level or equivalent) or associate degree from a reputable University, with 5 years site experience with an established contractor on projects over €10 million. Principal duties will involve preparation of site shop/working drawings using computer-aided design and drafting (CAD) software, reviewing provided information for completeness and accuracy, collaborating with designers, constructors and engineers, preparing assembly and coordinated detail drawings on the basis of the information and instruction provided, making necessary calculations for drawing development, accommodating safety procedures and issues in installation and construction drawings, preparing and assisting in drawing revisions, preparing As-built drawings in the prescribed format given by the Client/Consultant and assisting in Project Close-Outs, acquiring and maintaining knowledge of Company standards and incorporating these into engineering design, performing other related duties and responsibilities as may be assigned from time to time. Knowledge of BIM software and implementation will be considered an advantage. Fluency in English & Greek is essential.

12. STOREKEEPERS

Position: The successful applicants will be assigned to the Company's building project and will be reporting to the Project Manager.

Qualifications & Responsibilities: Applicants should be graduates from a reputable University, with 5 years site experience with an established contractor on projects over €10 million, preferably in construction industry. They will have evident ability and good knowledge in store/warehouse and the ability to read materials specifications from manufacturer's catalogues and co-ordination with other Storekeepers of various Company's construction projects. Experience in the use of Microsoft Office software such as Word and Excel together with data control and intelligent data entry are also required. Successful applicants will be able to demonstrate consistency and reliability in producing reports and processing of information.

13. LOCAL MATERIALS PURCHASERS

Position: The successful applicants will be assigned to one of the Company's building projects and will be reporting to the Project Manager.

Qualifications & Responsibilities: Applicants should be graduates from a reputable University, have 5 years of site experience in the building construction with an established contractor on projects over €10 million and be responsible for evaluating and negotiating material quotations, placing purchase orders and following-up deliveries, responsible for port clearance, producing reports, coordinating with Company warehouses and monitoring stocks.