

BRINGING

CARE

Our aim is to deliver quality service to professionals, who are ready to change their careers. We would

We would like to meet you to discuss your professional background, your achievements that you are proud of

Administrator & Document Controller

On behalf of our client, an international consultancy providing construction services with a new base in T

You will be expected to:

Work as part of the client's construction and engineering

Set up a documents control system, filing system, work with the internal database;

Measure and read drawings in AutoCad;

Provide information to the rest of the team and to external business partners;

Liaise with external architects and design offices;

Support the Country Manager in daily activities;

Manage the administration on behalf of the company, set up processes and relationships with relevant a

In order to succeed, you fulfill the following criteria:

High school technical qualification preferred but not necessary (civil engineering, architecture, etc.);

Understanding of AutoCad (highly appreciated but not necessary)

Prior work with design documentation is a strong asset;

Experience from international environment / company / abroad is welcome;

Excellent verbal and written communication skills in English AND Montenegrin;

Energetic and strongly motivated to be a part of creating a world-class project;

Innovative and dynamic, capable of identifying and presenting solutions to complex situations and cor

Creative problem solving skills, positive approach to situations;

We offer:

The opportunity to be a part of unique projects with a great significance for the region;

An excellent chance to develop a future career;

Professional, friendly and modern working environment.

If you meet the requirements mentioned above and you are not afraid of challenges, we will be pleased

Please send us your updated CV with contact details to: **jobs@connectu.me**

We are a HR Centre of Expertise originating from Scotland, and with presence in the region of South-E