

## > Assistant in Green Building Certification Department

**GREEN BUILDING CERTIFICATION DEPARTMENT:** Green Building Certification is a new department that Colliers Poland launched in August 2011. The department advises Developers, Investors, Building Owners and tenants on sustainability issues and manages the LEED/BREEAM certification process from start to finish for both new construction projects and existing buildings throughout Poland.

### RESPONSIBILITIES:

- Assist with the evaluation of project attributes and determining potential for LEED/BREEAM certification
- Assist with developing LEED/BREEAM project strategy appropriate for the goals of the client and feasibility for certification
- Research products, materials and strategies available in Poland and Central Eastern Europe
- Assist with the implementation of green building certification strategy
- Coordinate information with project team members including architects, mechanical, electrical and civil engineers, contractors and materials suppliers
- Gather, organize and manage documentation to submit to green building rating systems
- Assist in preparing documents, contracts and proposals
- Translate documents and information from (PL-EN, EN-PL)
- Assist in light office administration duties when necessary

### FROM THE PERFECT CANDIDATE WE EXPECT:

- An interest in sustainability and green building rating systems
- Technical background or studies in Architecture or Engineering
- Ability to read architectural site and floor plans and mechanical systems installation documents
- Willingness to complete LEED Green Associate training and exam within
- Experience and/or exposure to AutoCad or Revit
- Higher education or 5<sup>th</sup> year of studies
- Experience on assistant position (at least 1 year) will be an asset
- Excellent English knowledge (spoken and written)
- Computer software (MS Office- Project, Excel, Word and Powerpoint) and office equipment knowledge
- Excellent communication skills
- Good organizational skills
- Enthusiasm and strong motivation for work

## WE OFFER:

- Challenging professional experience in international company
- Opportunity to grow and learn
- Interesting and long-term position
- Exciting corporate culture
- Competitive remuneration

**Please submit your Polish and English CV to: [joanna.kowalska@colliers.com](mailto:joanna.kowalska@colliers.com)  
with e-mail title: **Green/2012****

**Please include on CV: Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji, zgodnie z ustawą z dn. 29 sierpnia 1997 r. o ochronie danych osobowych, Dz. U. nr 133 poz. 883.**

We will respond only to chosen candidates.

**Colliers International Poland Sp. z o.o.**

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