

Zeitgeist Asset Management is a Real Estate Developer and Asset Manager for private and institutional investors in Germany and Central Eastern Europe. Zeitgeist Asset Management acquires, develops, finances, manages and exits properties for investors. For our branch in Poland we are looking for a new colleague to manage our development projects. The task is to lead our projects and actively collaborate with us on their success.

Your responsibilities:

- assisting of preparation the construction projects in Poland in stages:
 - evaluation of upcoming projects,
 - planning (calculating the real costs and preparation of time schedules),
 - supervision of work in progress,
 - territorial management, coordination of zoning/construction permission processes,
- assistant in controlling and supervising of construction work in progress in Poland:
 - supplier's selection and mutual cooperation in solving individual tasks,
 - check of suppliers: control of qualitative, quantitative and timing performances,
 - responsibility for timed and budgeted execution,
 - communication with the competent authorities and institutions in Poland in order to move projects further.

What we expect you to bring to our cooperation:

- fluency/advanced skills in English,
- computer skills - MS Office, MS Project, AutoCAD,
- being pro-active and able to take initiative,
- strong organizational skills, attention to detail, and the ability to realize multiple tasks at the same time,
- open approach to new challenges and to learning multiple skills,
- very good organization of work,
- attitudes towards achieving goals,
- availability.

If you are interesting of our offer, please send us your CV in English for e-mail: milena.kurpios@zeitgeist.re