**STIRIXIS Group** is looking for a **Construction Manager**

STIRIXIS Group is a globally awarded strategy-through-execution design and consultancy firm that ensures your long-term prosperity. It operates through its main 3 business units, STIRIXIS, STIRIXIS Exclusive and Metallaxis. We bring to our clients valuable experience and unrivalled capabilities gained from 750 projects in 27 countries in more than 25 years.

For more information about the company, visit [www.stirixis.com](http://www.stirixis.com).

The person we are looking for the position of the Construction Manager should cover the criteria below.

**Responsibilities:**

* Construction Coordination and Control

Time, Financial and Quality control of the project

Tendering / Procurement for Construction, Sourcing/Purchasing

Presence at construction site through specific visits

Reporting, Approval, Handover and Lessons Learned Processes

* Collaborate with architects and designers at the design development phase as a handover to construction phase (check designs and corresponding Bill of Quantities and budgets)
* Collaborate with other team members (strategic consultants, graphic designers, 3d designers etc) on projects and manage the construction phase of each project
* Set-up the suppliers’ society of the company and relevant library of info leaflets and samples
* Draw statistics on budgets for projects after project close down
* Support the Project Manager to adhere to project limitations (deadlines/costs etc)

**Requirements:**

* University degree/post graduate diploma
* Minimum 3 years of experience in a similar position
* Excellent knowledge of Greek and English in both writing and speaking is a prerequisite
* Excellent knowledge Autocad, MS office applications
* Willingness to work based on project deadlines
* Other required skills: able to multi-task, effective under pressure, with an outgoing personality, organized and thorough.
* Additional languages, university degrees, knowledge of MS Project will be highly appreciated.

**Benefits:**

* Great working environment
* Great team of committed professionals
* International projects, awarded and recognized company