
Assistant Project Manager

About Spaxel

Spaxel is a forward-thinking real estate company that owns, operates, and develops innovative residential projects. By leveraging cutting-edge technology and modern operational models, we create distinctive living experiences that stand out in the market.

With a centralized back-office located in Prishtina, we handle key operations such as tenant support, marketing, leasing, procurement, accounting, IT, interior design, and architecture. Our team in Prishtina brings years of expertise in real estate development and management, allowing us to respond effectively to tenant needs across time zones.

Position Overview

We are looking for someone highly motivated that is eager to learn and up for a challenge. The candidate will be responsible for planning, organizing, and directing the completion of specific projects for the organization while ensuring these projects are on time, on budget, and within scope.

Key Responsibilities:

Project Coordination & Documentation

- Schedule meetings, phone calls, site visits, etc.
- Document meetings and track progress toward project milestones.
- Assist with project scheduling, permitting, and inspections
- Manage project documentation, including contracts, RFIs, submittals, and reports
- Provide administrative support to project managers and field team

Construction Planning & Execution

- Coordinate with Site Supers to prepare construction schedules.
- Maintain consistent communication remotely with the construction site team.

Consultant & Subcontractor Management

- Interact with external design consultants & Engage them as needed for documentation and clarifications.

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- Review construction submittals for completeness and shepherd them through reviews/approvals with consultants.
 - Follow up with subcontractors.

Procurement & Materials Management

- Liaise with the procurement team for purchasing
- Assist with procuring materials and other items as needed for completing project goals
- Coordinate logistics and material deliveries to ensure timely execution

Qualifications

- Coordinate with Site Supers to prepare construction schedules.
- Maintain consistent communication remotely with the construction site team.
- Consultant & Subcontractor Management
- Interact with external design consultants & Engage them as needed for documentation and clarifications.
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- Liaise with the procurement team for purchasing
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What We Offer

- **Position:** Assistant Project Manager
- **Location:** Prishtina
- **Schedule:** Monday-Thursday from 2:30 PM to 11:00 PM, with remote work on Fridays from 12:30 PM to 9:00 PM.
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Work Environment:** Be part of a dynamic, forward-thinking team with a global impact.
- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.

Instructions for applying

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at careers@spaxel.com.

Only shortlisted candidates will be contacted.

Deadline: 21.03.2025