

Construction Project Management Intern

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 centralized property management team supports on-site operations across a portfolio of multifamily residential properties, ensuring efficiency and operational excellence.

Position Overview

As a Construction Project Management Intern, you will play a crucial role in supporting the planning, coordination, and execution of construction projects. Working closely with the Construction Manager, you will be responsible for assisting in project management, monitoring construction activities, and ensuring that projects are completed on time and within budget. This role requires strong organizational skills, excellent communication, and the ability to collaborate with various stakeholders. Moreover, we envision a future where you can take on more responsibilities and lead projects as a Project Manager.

Key Responsibilities

- **Project Planning:**
 - Assist in developing project plans, schedules, and budgets in collaboration with the Construction Manager.
 - Contribute to the creation of detailed work plans outlining tasks, timelines, and resource requirements.
- **Site Coordination:**
 - Coordinate with subcontractors, suppliers, and other stakeholders to ensure timely and efficient project execution.
 - Monitor and manage construction activities, ensuring compliance with safety regulations and quality standards.
- **Documentation and Reporting:**
 - Maintain accurate project documentation, including contracts, change orders, and project correspondence.
 - Prepare regular status reports and updates for project stakeholders.

- **Problem Resolution:**
 - Identify and address project challenges, obstacles, and conflicts in a timely and efficient manner.
 - Work with the Construction Manager to develop and implement solutions to overcome project issues.
- **Team Collaboration:**
 - Collaborate with cross-functional teams, including architects, engineers, and other professionals, to ensure project success.
 - Foster a positive and collaborative working environment.

Qualifications

- Bachelor's degree or last year of study in Architecture or Engineering
- Understanding of construction processes, methods, and materials.
- Proficient in Microsoft Office suite.
- Familiarity with construction management software packages.
- Excellent organizational and reporting skills.
- Ability to work effectively in a fast-paced, dynamic environment.
- Excellent verbal and written communication skills in English.
- Strong analytical and problem-solving skills.
- Must possess intercultural skills and demonstrate the ability to effectively work with all levels of company personnel.

What We Offer

- **Position:** Construction Project Management Intern
- **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: 15.11.2025