

## **Job Title: Assistant Project Manager (Architect)**

**Location:** Prishtina, Kosovo

### **Company Overview:**

Spaxel is a growing real estate investment, development, and operations company dedicated to creating high-quality living experiences and delivering exceptional service across our portfolio. Our centralized teams support a wide range of functions, from operations and property services to finance, technology, architecture, HR, and more, working together to ensure efficiency, innovation, and excellence across the organization.

### **Why We Need an Architect in This Role:**

This is not a traditional administrative role, it requires technical understanding and architectural judgment. Our projects span NY real estate development and construction, and the person in this position needs to understand what they're coordinating: construction documents, submittals, consultant scopes, building systems, and regulatory filings.

An architectural education gives you the technical foundation to catch issues before they become problems, communicate credibly with design consultants and contractors, and grow into a project management leader.

If you have a degree in Architecture and want to build a career in project management within real estate development, this is your entry point.

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### **Position Summary:**

We are looking for a highly motivated architect who is eager to learn and ready for a challenge. As Assistant Project Manager, you will be responsible for the administrative and coordination backbone of our projects, ensuring they stay on time, on budget, and within scope.

### **Key Responsibilities:**

- Maintain and organize all project documentation (contracts, RFIs, submittals, change orders, permits, compliance files)
- Track project schedules, milestones, and delays; ensure visibility across stakeholders
- Monitor budgets, invoices, and cost variances; report discrepancies to the Project Manager



- Manage project reporting in Airtable across active projects
- Coordinate meetings, agendas, minutes, and follow-ups
- Serve as the communication hub between PM, contractors, owners, and consultants
- Support consultant coordination, due diligence, and vendor compliance (insurance, lien waivers, contracts)
- Assist with bid management, scope creation, procurement coordination, and subcontractor follow-ups
- Support construction oversight, DOB filings, TCO tracking, inspections, and regulatory coordination

### **Qualifications & Skills:**

#### **Must Have**

- **English communication skills** (both written and verbal) are required (C1 or C2 level of proficiency).
- Bachelor's degree in Architecture (or finalizing studies)
- Excellent organizational and reporting skills
- Willingness to learn, improve, and take feedback
- Intercultural skills and the ability to work effectively across all levels of company personnel
- Strong verbal and written communication skills with analytical and problem-solving ability
- Ability to work under pressure and meet tight deadlines
- Proficiency with Microsoft Office

#### **Nice to Have**

- 0–2 years of experience in architecture, construction, or real estate development
- Interest in prefabrication and off-site construction methods

### **What We Offer**

- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.
- **Mentorship** from experienced project management leadership
- **Work Environment:** Hands-on exposure to active US real estate development projects
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Office Location:** Prishtina
- **Schedule:** Monday–Thursday from **2:30 PM to 11:00 PM**. After the first three months, employees are eligible to work remotely on Fridays from **12:30 PM to 9:00 PM**.

If you are motivated, eager to learn, and looking to build or advance your career in project management and real estate development, we encourage you to apply!



**How to Apply:**

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](mailto:careers@spaxel.com).

Only shortlisted candidates will be contacted.

**Deadline:** 20.03.2026