

**Job Title: Assistant Project Manager (Architect/Engineer)**

**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.

**The role**

You'd be coordinating active New York City real estate development projects from our Prishtina office — tracking schedules and budgets, managing documentation, working directly with US-based contractors, consultants, and our project management team. You bring an architecture/engineering background; we'll teach you how to run a project. This is the entry point into a real estate development PM career, not a drafting role.

**Why we hire architects/engineers for this role**

This is a project management role, but it's not a generalist coordinator job. You'll be reviewing construction documents, tracking submittals, following consultant scopes, helping manage DOB filings and TCO tracking, and watching for issues in building systems and regulatory work. An architectural/engineering foundation lets you understand what you're coordinating — and that's what makes the difference between an APM who gets pushed around by contractors and one who can hold the line.

Over time, the strongest people in this seat grow into Project Managers running their own developments.

**Key Responsibilities:**

- Maintain and organize project documentation — contracts, RFIs, submittals, change orders, permits, compliance files
- Track schedules, milestones, and delays; surface risks before they become problems
- Monitor budgets, invoices, and cost variances; flag discrepancies to the PM
- Manage project reporting across the active portfolio
- Run meetings — agendas, minutes, follow-ups — and keep stakeholders aligned
- Coordinate with consultants, vendors, and contractors on scope, insurance, lien waivers, and compliance
- Support bid management, procurement, and subcontractor follow-ups



- Help drive DOB filings, TCO tracking, inspections, and regulatory coordination

### **Qualifications & Skills:**

#### **Must Have**

- **Bachelor's degree in Architecture/Engineering** (or finalizing studies)
- **C1 or C2 English** — written and spoken.
- Strong organizational instincts — you can hold many threads at once without losing them
- Comfortable with feedback, comfortable asking questions, comfortable not knowing something yet
- Able to work under deadline pressure without going dark
- Solid Microsoft Office skills

#### **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**

Most architecture/engineering graduates in Kosovo end up in local firms drawing residential projects. This role puts you on real US development projects — multifamily construction in the Bronx, single-family development across multiple states — working alongside a team that's been building operational infrastructure for the company from the ground up.

- **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!

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**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:** 25.05.2026

