SPAXEL

Job Title: Compliance Specialist Support

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

The Compliance Specialist Support assists the Operations Department in ensuring all properties remain compliant with applicable federal, state, and local regulations. This role is responsible for supporting compliance workflows, maintaining accurate records, coordinating inspections, tracking deadlines, and assisting with regulatory filings across a portfolio of residential and mixed-use properties.

Why this role matters

Operating residential and mixed-use real estate across multiple US jurisdictions means living inside a constant grid of housing codes, agency filings, inspection cycles, and renewal deadlines. One missed filing can shut a building down or expose the owner to fines, lawsuits, or loss of subsidy revenue. This seat is about catching things early, keeping the paper trail clean, and making sure the operations team is never the reason a property falls out of compliance.

Key Responsibilities:

- Maintain and organize compliance documentation — licenses, permits, certifications, inspection reports, and regulatory correspondence
- Track regulatory deadlines, renewals, and filing requirements across the portfolio; surface risks before they become problems
- Coordinate property inspections (housing, fire safety, environmental, HQS) with agencies, vendors, and on-site teams
- Assist with preparation and submission of regulatory filings to federal, state, and local authorities
- Monitor changes in housing and property regulations; flag impacts to the Operations team
- Support audits, compliance reviews, and corrective-action plans — from request through close-out

- Coordinate with property management, legal, accounting, and operations teams on cross-functional compliance workflows
- Help draft and maintain compliance policies, checklists, and standard operating procedures

Qualifications & Skills:

Must Have

- **Bachelor's degree in Business Administration, Law, Public Administration, or related field** (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 compliance, regulatory affairs, property management, legal support, or a related administrative role
- Familiarity with US housing regulations, HUD/HQS standards, or local code enforcement processes

What We Offer

Most administrative and operations roles in Kosovo stay confined to local market work. This role plugs you directly into US real estate operations — multifamily housing 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 compliance and operations leadership
- **Work Environment:** Hands-on exposure to active US real estate compliance and operations work
- **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.**

SPAXEL

If you are motivated, eager to learn, and looking to build or advance your career in compliance, regulatory operations, and US real estate, 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.

Only shortlisted candidates will be contacted.

Deadline: 05.11.2026