

Sirecled Intelligent Lighting systems, based in Kryoneri, Attika in the contexts of its development is now hiring for a **Project Manager – Site Manager** who will be responsible for the overall works and field works on a project, ensuring contract compliance of all works while maintaining safety, scheduling, budget, quality, and customer satisfaction. The right candidate should be able to:

Responsibilities

- Undertake inspections of the site works and where necessary make technical interventions
- Inspect and verify compliance of the area in accordance with the contract.
- Produce punch lists for works submitted for review by the Contractor and record as necessary.
- Develop project schedules detailing the timing of material delivery, subcontractor work schedules, and overall project plans.
- Advise of circumstances and issues that will have a significant impact on the project schedule.
- Prepare and maintain reports, procedures, and contract requirements that accurately describe project status.
- Identify discrepancies and take corrective action
- Attend project meetings with subcontractors and project owner, to discuss project status.
- Establish effective working relationships with client, contractors, and all involved parties
- Review invoices from subcontractors and vendors
- Maintain a thorough understanding of contract documents
- Manage the project commissioning and ensure contract compliance of project close-out procedures.
- Other duties as assigned

Qualifications

- Strong technical and communication skills with excellent organizational and problem-solving skills
- Able to meet deadlines, flexible to changing requirements
- Bachelor's degree preferably in Electrical Engineering
- 3-5 years' of experience required
- Experience of public sector contract or Energy Performance Contracts would be highly appreciated
- Proficient in construction and project management documentation
- Strong knowledge of site safety processes
- Ability to interact with installing contractors and execute commissioning documents, generate field reports, punch lists, summary reports and manage project closeout as per contract requirements.