

## Project Assistant (Romania)

### > MAIN RESPONSIBILITIES

- Assist the Project Manager in all onsite activities of all PV project;
- Coordinate the deliverable resource requirements for each client project;
- Purchase materials for the PV project from local suppliers and coordinate the delivery to the project site;
- Ensure that resources are delivered in the right quantity, condition and on time;
- Read and understand specification and requirements;
- Participate in meetings with contractor and subcontractor;
- Keep daily communication with the construction site staff representatives and summarize the information about the project progress;
- Conduct daily visit on the construction sites with the project management team to ensure the scope/milestone is completed by the subcontractors and is accepted by the Client;
- Communicate with Client to ensure that all information and documents are submitted on time;
- Prepare acceptance protocols, licenses, certificates and other documents required for closing project the milestone or the contract;
- Perform project cost control and frequently update the Project manager for upcoming payments;
- Prepare and submit Information Reports to Project Manager.

### > YOUR PROFILE

- High School or Bachelor's degree;
- Track record of 1+ years' experience in project team will be considered as an advantage ;
- Good communication skills, self-motivated with demonstrated problem-solving capability;
- Constant attention to details and accuracy;
- Fluent Romanian and English written and spoken;
- Knowledge of MS Office pack;
- Flexibility to travel to project sites in various locations and stay for long periods of time.

### > WE OFFER

- Work in a multinational company and environment with an innovative approach and plenty of challenging assignments;
- Competitive remuneration package;
- Be part of a team of professionals;
- Opportunity to develop your professional skills and personal characteristics.

**If you're interested in joining the Solarpro team, please send us a CV and a Cover letter (optional) to the following address: [hr@solarpro.bg](mailto:hr@solarpro.bg)**

[www.solarpro.bg](http://www.solarpro.bg)

