

About Attune Management Consulting Ltd

Attune Management Consulting Ltd was founded in 2022 and has expanding since then. The company, through its team, gained a vast wealth of experience in various types of construction projects and in many geographical locations, having worked in many countries around the world.

Our people are experienced project managers, trusted with the responsibility of managing and coordinating various projects in all phases. Many of these projects were of a specialized nature and involved the close co-ordination between local design teams and specialist consultants from various countries. Our collective knowledge includes projects that differ in size and complexity and from many sectors including, but not limited to:

Residential, Commercial, Hospital, Educational, Industrial, Museum, Offices, Renovations, Relocations.

More about us at www.attunemc.com

The job

- Title: Junior project manager
- Job purpose: To lead and manage projects as a consultant of the client.
- Contract type: Full time job.
- Location: Working from home, client/project locations
- Travel: As required to cover project's needs, within country. Occasional travel abroad might be requested.

Your key responsibilities

- Lead and manage projects on behalf of a client.
- Take part on feasibility studies and preliminary stages of a project.
- Lead the planning, initiating, executing, monitoring & controlling and closing phases of a project.
- Perform scope, schedule, cost, quality, resource, communication, risk, procurement and stakeholder management as per the needs and responsibilities within a project.
- Perform integration and change management as required.
- Provide reports (as required) on all projects under responsibility.
- Understand the implications of Health & Safety regulations.
- Work with the CEO or person responsible to establish and maintain a PMO.

What makes you a great fit

- A recognised technical University Degree in Architecture or Engineering.
- A recognised management Degree and/or Qualification and/or a recognised Qualification in Project Management (PMP, PRINCE2 or equivalent) will be considered an advantage.
- Knowledge of Project Management processes and best practices, tools and techniques.
- A knowledge of works standards and practices is desirable.
- Use of Excel, Word, PowerPoint and AutoCAD.
- An excellent standard of the Greek and English language, both oral and written.
- Clear evidence of strong budget management skills and financial/business acumen.
- 5+ years post degree experience within the construction industry, with at least 3 in a project management capacity.
- Excellent communicator - fosters and develops productive relationships.

- Ability to influence and exchange ideas and information in a way that is understood to all levels (internally and externally), therefore must be clear and concise.
- Able to ensure effective and efficient management of resources.
- Able to work with a high degree of autonomy, organising work to meet set deadlines. Willing to accept additional responsibility as appropriate.
- Committed to professional development.
- An alignment and adherence to the Values such us: Respect, Excellence, Teamwork, Communication, Professionalism and Commitment
- Health and Safety responsibility for self and others.

What we offer

- An opportunity for a career in a developing company.
- Competitive remuneration package based on qualifications and experience.
- 13th salary.
- Training and continuous professional development.
- Challenging and ambitious tasks.
- Working in the company with Values and friendly environment.
- Flexible working hours.

Submission of applications no later than 4th of January, 2025

Only successful applicants will be contacted. All applications will be treated in strict confidence.

To apply for the position of **Junior Project Manager**, please send your CV to info@attunemc.com