

Usled povećanog obima aktivnosti Netinvest traži motivisane i vešte osobe sa, ili bez prethodnog iskustva za radnu poziciju

PROJECT MANAGER ASSISTANT

Mesto: Beograd (sa početkom u februaru ili martu 2016.)

Ko smo mi:

Netinvest je srpska kompanija koja se bavi energetikom, građevinarstvom i menadžmentom, sa fokusom na obnovljive izvore energije, energetske efikasnost i životnu sredinu u zadnjih 10 godina. Netinvest pruža usluge razvoja, projektovanja i upravljanja investicijama za domaće i međunarodne klijente u javnom i privatnom sektoru.

Potrebne kvalifikacije:

- Osoba koja je sposobna za brzo učenje i efikasno reagovanje na zahteve zadataka definisanih od strane Project Manager-a ili klijenta; potencijal za identifikaciju zahteva smatra se velikom prednošću;
- Sposobnost za identifikaciju informacija relevantnih za zadatke, prikupljanje informacija i brza obrada istih u svrhe postizanja definisanih rezultata ili zadataka;
- Dobro poznavanje srpskog i engleskog jezika je neophodno, poznavanje drugih jezika je prednost;
- Dovoljno poznavanje tehničkih alata poput AutoCAD-a, MS Office-a, brzog kucanja ili kucanja na slepo kao i poslovne korespondencije je potrebno i biće provereno kroz kratak test za kandidate izabrane u užu krug; vozačka dozvola je prednost;
- Završen fakultet inženjerskih nauka (elektrotehnički, mašinski, građevinski, arhitektonski ili sličan fakultet) ali i drugo obrazovanje koje je u vezi sa pozicijom i materijom može biti razmatrano;
- Dobre društvene sposobnosti i sklonost ka timskom radu, jaka posvećenost postizanju

Due to increased business activities Netinvest is looking for motivated and skilled persons with or without previous experience for the position

PROJECT MANAGER ASSISTANT

Location: Belgrade (starting from February or March 2016)

Who we are:

Netinvest is Serbian company dealing with energy, construction and management sector with focus on renewables energy, energy efficiency and environment for last 10 years. Netinvest provides services of developing, designing and managing investments for local and international clients in public and private sector.

Required qualifications:

- Person who is capable of fast learning and swift responding to the requirements of the tasks defined by the project manager or the client; potential for identifying requirements is of great advance;
- Capability for identification of information relevant to the task(s), data gathering and fast data processing with deliverables or similar results;
- Sound knowledge of Serbian and English is a must, other languages will be considered as advantage;
- Sufficient knowledge of technical tools such as AutoCAD, MS Office, blind or fast typing and business correspondence is required and will be evaluated by short test for selected candidates; driving license is advance;
- Engineering background is required (electrical, mechanical, civil engineering, architecture or similar university) but other background proving compatibility with the position may be considered as well;
- Good social, network and teamwork skills and strong dedication for completing the

cilja će biti značajno vrednovana;

- Osoba sklona zaposlenju na duži period (3 godine ili duže).

Opisi aktivnosti:

- Asistiranje dodeljenom Project Manager-u i završavanje zadataka shodno zaduženjima – počev od pisanja e-mail-ova, provere i analize tehničkih crteža i opisa, pa do izrade investicione ili projektne dokumentacije i prezentacija u pojedinim slučajevima;
- Učenje tehnologija i menadžmenta i rešavanje zadataka, počev od jednostavnih ka komplikovanijima;
- Komunikacija sa klijentima i unutar kompanije radi identifikacije relevantnih podataka i njihovih daljeg procesuiranja; pribavljanje i izrada ponuda u pojedinim slučajevima;
- Predlaganje sopstvenog viđenja rešavanja zadataka i konsultacija sa nadređenim;
- Fleksibilan ali analitičan pristup zadacima.

Šta nudimo:

- Šansu za učenje naprednih tehnologija i poslovnih veština, uglavnom u sektoru obnovljivih izvora energije ali i u srodnim sektorima takođe;
- Zaposlenje na neodređeno vreme, bonuse za uspešno završene zadatke, razvoj karijere i šansu za napredovanje u zaduženjima i plati, shodno ostvarenim rezultatima;
- Prijatno radno okruženje u centru Beograda sa mladim i fleksibilnim timom;
- Fleksibilne uslove rada ukoliko su svi zadaci izvršeni valjano.

Ukoliko sebe smatrate odgovarajućom osobom za ovu poziciju i verujete da ispunjavate sve, ili većinu potrebnih kvalifikacija, molimo Vas da nam pošaljete

task(s) will be highly appreciated;

- Long term employment interested candidate (3 years or longer).

Description of the activities:

- Assisting to dedicated Project Manager and completing tasks according to the instructions – ranging from writing e-mails, checking technical drawings and technical descriptions, up to the production of investment or design documentation and presentation in certain cases;
- Learning technology and management and solving tasks, starting from simple to more complex issues;
- Communicating with clients and within the Company for relevant data identification and further processing; obtaining and producing offers in certain cases;
- Proposing own perspective of problem solving and consulting with supervisor;
- Flexible but analytic approach to the task(s).

What we offer:

- Opportunity for learning advanced technologies and business skills, mostly in sector of renewables but in other similar sectors too;
- Permanent employment, bonuses for successful completion of tasks, career development and chance for advancing in responsibilities and salary, based on previous results;
- Pleasant working environment in center of Belgrade with young and flexible team;
- Flexible working conditions if all tasks are fulfilled properly.

If you consider yourself as appropriate person for required position and you believe that you fulfill all or major qualification requirements, please send us

Vaš CV sa motivacionim pismom na engleskom jeziku na adresu office@netinvest.rs. Molimo Vas da upotrebite EBRD CV model u .doc fajl formatu koji možete naći javno dostupnim na internetu.

Zahvaljujemo se na razumevanju da ćemo kontaktirati samo odabrane kandidate za intervju, a za kandidate koji uđu u uži izbor organizovaćemo test od 45 minuta, shodno potrebnim kvalifikacijama.

Politika zapošljavanja Netinvest garantuje rodne, rasne i druge oblike ravnopravnosti; podržavamo raznolikost i verujemo da su zajedničko poverenje i briga ono što poslovanje i lične karijere dovodi do uspeha. Poštovanje individualnih prava i dostojanstva prepoznajemo kao nužan preduslov za uspešnu saradnju.

your CV with cover letter in English on office@netinvest.rs mail. Please use EBRD CV template in .doc file format you may find publicly available on internet.

We thank you for understanding that we will contact only selected candidates for an interview, and shortlisted candidates will perform 45 minutes test as described in required qualifications.

Netinvest employment policy guarantee gender, racial and other forms of equality; we support diversity and we believe that mutual trust and care is what drives the business and personal careers to the success. Respect for individual rights and dignity is what we recognize as necessary conditions for a fruitful cooperation.