



People Connectivity

TECHNICAL OFFICE ENGINEER

KEY RESPONSIBILITIES:

The key responsibility of Technical Office Engineer is to support the construction site team by handling technical documentation, facilitating communication, and ensuring that all administrative processes run smoothly during the project.

DUTIES AND RESPONSIBILITIES:

- To work with construction site documents – letters, acts of covered works, material approval forms, method statement (DVPs), material delivery and compliance documentation, documentation for project changes, general executive documentation and various reports. To update and store documents and files to ensure they are accurate and accessible for other employees. To understand document flows and work with Aconex system.
- To acquaint employees with the forms, instructions and other standards implemented in the company. To monitor their compliance.
- To organize and prepare for site meetings, keep minutes, and to track action items, to ensure follow-ups are done in a timely manner.
- To handle and distribute project-related communication, including letters, emails, and reports between the project team, contractors, and clients.
- To work with the Construction Work Log in BIS system – data entry and verification in sections, ensuring that all data recorded and attachments in the construction work logs is accurate and consistent with the actual work, as well as that it is delivered to the system on time and to verify compliance with regulatory enactments.
- In cooperation with the person responsible for EDLUS, to organize the timely preparation of the necessary documents.
- To assist team of preparing daily and weekly progress reports according to the terms of the contract. To prepare other reports as requested by the construction management team.
- To assist to Regional general supervisor, Stakeholder Director and PR team in organizing official events, meetings, masterclasses.
- To monitor office and ensure that the premises are prepared for work and that all necessary supplies are available, and inventory is in working order.
- To monitor and manage stock of supplies and inventory for office required for the project, to ensure timely procurement and delivery.

JOB REQUIREMENTS:

- Preferably a bachelor's degree in construction, maybe a final year student.
- Experience of 2 years as construction manager assistant or office administrator/ technical secretary in construction company.
- Experience working with document management systems.
- Experience working with BIS systems.
- Experience working with EDLUS systems.
- Knowledge of the Latvian language and English language proficiency, both spoken and written, to perform duties in relation to all colleagues coming from JV partner companies.

WE OFFER:

- Opportunity to gain professional experience in an international company.
- Monthly salary starting from 1800.00 to 2800.00 EUR gross (based on experience and competence).
- A company car will be issued.
- Opportunities for professional development and career growth.
- Great working environment and support in the work process.
- Workplace at the regional office in Iecava.
- Health insurance from the first working day.
- Corporate and social events.

WE ARE WAITING FOR APPLICATIONS IN ENGLISH