



JUNIOR CIVIL ENGINEER

ANICON. Sustainable Project & Construction Managers continued success in securing large-scale construction projects is increasing the demand for **2 Junior Civil Engineers** to join our experienced team in our offices in Athens.

Our projects relate to high-profile local and international clients in the residential, hospitality, and commercial sectors giving our Junior Civil Engineers a diverse and exciting workload.

This is a fantastic opportunity for Civil Engineers looking to grow with ANICON. in the Construction Project Management field. In return, we will provide the necessary support for you to take your first professional steps.

The position reports to the Projects Director & Founder & Managing Director.

Major Tasks

- Work directly and support Project Managers to help implement project goals.
- Liaise with the Project Lead and other project managers to maintain project schedule and efficacy.
- Oversee variable aspects of projects and provide direct assistance to ensure timely execution.
- Provide high-quality services across the project lifecycle.
- Assist with procuring materials and other items necessary for completing project goals.
- Produce quantity take-offs.
- Review project implementation and gather data on project execution.
- Review the constructability and compatibility of design drawings.
- Providing top-quality customer service to our clients.
- Follow project progress meetings.
- Produce monthly reports including timelines, risk registers, etc.
- Provide sitework when necessary.

Education

- MSc. in Civil / Structural Engineering (prerequisite)
- Member of the Technical Chamber or eligibility

Languages:

- English proficiency is a prerequisite.
- Greek proficiency is a prerequisite.

Technical Experience:

- Up to 2 years of technical background in construction as a civil engineer
- Knowledge of RFI's, Change Orders, Submittals and Scheduling.
- On-site supervision.

Use of Systems:

- MS Office
- AUTOCAD, BIM, or other design programs will be considered a plus.
- Construction management software (Microsoft Project, Aconex, Procore), is considered a plus.

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The Junior Civil Engineer Profile: Knowledge, Abilities and Skills

- Civil Engineering
- Interpersonal Skills: use of courteous manner when liaising with colleagues at all levels.
- Communication intelligence verbal and written.
- Critical Thinking and Decision Making: you are a disciplined thinker.
- Ability to work in a fast-paced environment, effectively balancing multiple concurrent assignments.
- Analytical Skills: you love numbers.
- Problem-Solving: you are a problem solver able to think complex issues through and develop effective solutions in a timely fashion.
- Attention to Detail.
- Organization & Time Management Skills.
- Proactive: thinking about the possible risks and how to overcome them.
- Customer Service oriented (internal and external).
- Listening Skills.
- Good at receiving feedback.
- Calm under pressure.
- Team player.
- Flexible.
- You are a continuous learner interested in developing new skills.

If you are interested, please send your CV to the following email address: talent@aniconprojects.com
Or apply directly to the following link: <https://anicon.bamboohr.com/careers/45>

ANICON. is committed to having a diverse, equitable, and inclusive workforce.

ANICON. recognizes that many well-qualified people are looking to further their careers but cannot commit to full-time employment. We support flexible working arrangements and discuss individual requirements.

If you see yourself in this position, please send your application. If you know someone who matches the profile, please pass this job post on to them!

Thank you for your interest in **ANICON.** and best of luck with your job search!