



UEP MONTENEGRO

PROPERTY DEVELOPMENT AND INVESTMENTS

UEP MONTENEGRO IS ONE OF THE LARGEST PROPERTY DEVELOPMENT AND INVESTMENT COMPANIES WITHIN THE COUNTRY AND IN EUROPE. DUE TO THE COMPANIES CONTINUED EXPANSION WE ARE NOW RECRUITING FOR THE FOLLOWING PROFESSIONAL POSITIONS.

SALES EXECUTIVES

Job overview/purpose:

Sales executive is responsible for increasing and developing sales in UEP projects.

Key responsibilities:

- maintaining and developing relationships with existing customers via meetings, telephone calls and emails;
- recruiting potential customers to prospect for new business;
- acting as a contact between a company and its existing and potential markets;
- negotiating the terms of an agreement and closing sales;
- gathering market and customer information;
- recording sales and order information and sending copies to the sales office;
- reviewing personal sales performance, aiming to meet or exceed targets;
- making accurate, rapid cost calculations, and providing customers with quotations

Backgrounds/requirements:

- University or college degree
- Maintain a customer database to absolute accuracy at all times
- Strong interpersonal, written and verbal communication skills
- Fluent in spoken and written English and Serbian (Russian language will be considered as an advantage)
- -Excellent communication skills essential
- -Computer literate (proficient in MS Power Point, MS Excel, MS Outlook, data base inputting)
- Tenacious and motivated quick thinker
- Work experience (minimum 2 years in sales environment)
- Driving license
- Prepared to put in long hours and work hard to achieve success
- Able to work under pressure to produce results

ADMINISTRATOR OFFICE MANAGER

Job overview/purpose:

Administrator office manager organizes and supervises all of the administrative activities that facilitate the smooth running of the UEP head office. The office manager will be expected to carry out a range of administrative tasks.

Key responsibilities:

- arranging travel;
- organizing meetings and appointments;
- delegating work and workload planning;
- ordering stationery;
- dealing with post and emails;
- writing reports;
- supervising the work of clerical and secretarial staff, monitoring the workload and work rate;
- liaising with members of the senior management team;
- keeping personnel records;
- organizing the recruitment of new staff;
- dealing with complex queries and complaints on the telephone, by email and in person;
- discussing problems with staff;
- dealing with a wide range of human resource issues;
- meeting with senior managers to review office performance;
- devising and conducting induction programs;
- organizing office maintenance and repair work;

Backgrounds/requirements:

- University or college degree
- Minimum one year of working experience
- Fluent in speaking and writing English and Serbian
- Fast, accurate typing speed
- Proficient PC skills including Word, Excel, and Outlook
- Knowledge in audio and copy typing letters, proposals reports
- Enthusiastic and to have good communication skills
- Friendly and able to work with different types and levels of people
- Ability to carry out all duties in a confident positive manner whilst maintaining discretion and confidentiality
- Excellent interpersonal skills plus professional telephone manner
- Ability to work on own initiative and ability to multi-task
- Responsive and flexible approach to work, with "can-do" attitude to tasks and requests
- Attention to detail and accuracy
- Excellent organizational skills

SENIOR ARCHITECT

Job overview/purpose:

To prepare conceptual and detailed architectural design and be involved in master planning UEP projects.

On every project, architect will work closely with other professionals, including engineers and surveyors, to make sure that their buildings meet the necessary standards and also will work closely with construction specialists on site and oversee the project from beginning to end.

Key responsibilities:

- consulting with people about the design of their environment;
- preparing and presenting conceptual design proposals to management;
- using IT in design and project management, specifically software packages such as Auto Cad and SketchUp;
- keeping within financial budgets and time deadlines;
- producing detailed drawings from which costing are made;
- preparing tender applications and presentations;
- assist planning department in preparing planning applications;
- co-ordinating the work of contractors; s
- making site visits to check on progress and ensuring that the project is running within the agreed timescale and design;
- solving problems that might occur during building;
- carrying out defect inspections

Backgrounds/requirements:

- Recognized degree in architecture from recognized University
- Fluent speaking and writing English and Serbian
- Minimum of 3 years post graduate experience involving all stages of the designed and procurement process
- Strong working knowledge of current planning and building control legislation contract administration and statutory requirement
- Proficient AutoCAD, Vectorworks, Photoshop, Freehand, Illustrator and Microsoft Office Application.

FINANCIAL ACCOUNTANT

Job overview/purpose:

To manage for the company a range of financial accountability services to an internationally recognized standard, including advising on taxation and corporate finance.

Key responsibilities:

- preparing financial statements, business plans and budgets for management;
- regularly undertaking in-house internal audits, involving the examination of the organization accounts, analyzing risk, inspecting the organizations current practices, investigating any financial irregularities and recommending improvements;
- implementing new or reviewing existing financial systems and controls;
- producing annual and/or monthly accounts;
- managing expenditure, credit and payroll;
- creating financial plans and forecasts;
- liaising with clients (individuals or businesses) or non-financial members of staff, providing financial information and advice;
- liaising with internal and external auditors and dealing with any irregular financial issues as they arise;
- advising on and dealing with tax issues;

Backgrounds/requirements:

- Full qualifications chartered accountant with a minimum 3 year experience, knowledge of VAT and other corporate taxation matters
- Strong supervisory skills
- Excellent analytical skills
- Excellent numerical skills
- Excellent attention to details
- Excellent organization skills
- Able to work within an international multi cultural environment
- Excellent Word and Excel skills
- Fluent spoken and written English and Serbian
- Experience with Structured Finance and SPV accounting an advantage

SENIOR PROPERTY LAWYER IN-HOUSE

Job overview/purpose:

Responsible for drafting and implementing various types of contracts and legal advice.

Key responsibilities:

- advising clients on the law and how it may affect their case;
- drafting documents and contracts relating to company employees, clients and sales agencies;
- negotiating with clients and other professionals to secure the desired objectives;
- researching documents and case history to ensure the accuracy of advice and procedure;
- supervising the implementation of agreements;
- coordinating the work of all parties involved in each case;
- acting on behalf of clients in contentious matters;
- checking all documentation prior to signing and implementing;
- organizing further contact with the client to negotiate work and contracts and to gather information to assist in the preparation of case materials;
- instructing advocates for representation, if necessary;
- keeping up to date with changes and developments in the law by reading journals and attending courses, often as part of continuing professional development (CPD).

Backgrounds/requirements:

- Qualified lawyer
- 3 years experience
- Fluent in spoken and written English and Serbian, (Russian language will be considered as an advantage)
- Excellent computer skills
- Excellent communication skills with clients and Professional bodies
- Extensive knowledge of construction Law within Montenegro
- Experience with financial and tax rules is an advantage

STRUCTURAL ENGINEER

Job overview/purpose:

To design structures/buildings that will withstand the pressures they have to endure. To develop initial designs, using mathematics to calculate the stress that could arise at each point in the structure, and simulate and model possible situations, such as high winds and earth movements. When construction has commenced will be involved in inspecting the work and advising contractors.

Key responsibilities:

- analyzing suitable configurations of the basic structural components of a building or other structure;
- calculating the pressures, stresses and strains that each component, such as a beam or lintel, is likely to experience from other parts of the structure or external pressures, such as wind and waves;
- considering the strength of different materials, eg concrete, steel, wood to see how their inclusion may necessitate a change of structural design;
- liaising with other designers, including architects, to reach agreement about safe designs and how they may fit in with the aesthetic concept of the construction;
- liaising closely with construction contractors to ensure that newly erected buildings are structurally sound;
- applying expert knowledge of the forces that act on various structures;
- using computer-aided design (CAD) technology for simulation purposes.
- Preparation of technical proposals for tenders
- Working closely with the quantity surveyor to control cost issues
- Compile weekly reports on each project for management

Backgrounds/requirements:

- Candidates will have a Third level degree in civil structure engineering with a minimum of 3 years of experience.
- Fluent in spoken and written English and Serbian
- Strong background in development works and infra structural projects
- Good knowledge, experience and competency in the areas of design listed above
- Experience on range of building solutions and projects
- Ability to work under pressure and meet deadlines
- Good computer skills and in particular structural analysis software

Applicants are kindly requested to send their current CV's including picture via e-mail to office@uep.eu.com
Deadline for application is the 21st of March 2008.