

Construction Site Assistant

Logistics / Warehousing

Dragomiresti, Ilfov

Our client is a major international player in the field of warehousing, transport and co-packing, in Dragomiresti – Ilfov. On its behalf, we are looking for a **Construction Site Assistant**, ready to contribute to the achievement of this new facility. This job offers you a very good opportunity for professional development due to the wide visibility and transversal contribution to the whole construction project.

Responsibilities:

- Interpret & translate from/into Romanian/French/English (meetings, negotiations, weekly construction site meetings, phone calls, trainings for the company's employees, contracts, amendments, annexes, tender documentation etc.);
- Register and monitor contracts in company's database and ERP; monitor budget-contract difference, payment conditions, contract approval at each stage, etc.;
- Monitor works progress until the final works acceptance certificate is received; get the approval from the accounting departments;
- Create the final bill of quantities on the basis of works performed including designations and final cost of fixed assets;
- Keep the contracts database - Hard records and soft records;
- Check the conformity of invoices with the contract terms; calculate and assess demand balance for payment, amounts to invoice to the Client; create invoice and follow the validation procedures, control the payments; keep records of all issued documents and invoices;
- Follow the approval process of the quantity of the works completed and their conformity with the internal procedures and contract; calculate amounts to be invoiced based on volume of works completed, together with the accounting department;
- Prepare internal financial reports, photo reports on works progress, reports for LEED certification;
- Organize office operations and procedures; provide support to HR department; General correspondence to/from authorities;
- Provide support to the Project Manager looking for new suppliers and initiating contact with them.

Requirements:

- English – fluent, French is a plus;
- Multitasking, hands on, adaptable, autonomous;
- Well organised, versatile, rigorous, and quality oriented.

BPI group is a global management and human resources consulting firm, providing solutions that span the talent management lifecycle, including: Recruitment & executive search, Talent development & motivation, successful change management, reorganization, restructuring and outplacement. We are operating on the Romanian market since 1996, providing solutions adapted to the Romanian context doubled by international expertise.

To apply, send your resume to lacramioara.radulescu@bpi-group.com . Only eligible candidates will be contacted. All applications will be treated in complete confidentiality.

We undertake to respect your right to the protection of personal data in accordance with all applicable laws and regulations, including the General Data Protection (EU) Regulation 2016/679 (also called GDPR).

Please take a look to our [Confidentiality Policy](#) before applying to this job opportunity.