

Eagle Hills is an Abu Dhabi-based private investment and real estate development organization. We were formed with the aim to develop and revitalize cities and communities, in line with innovative life-style solutions, that meet the demands of modern living.

Our expanding portfolio challenges our people to be agile and embrace opportunities in new and progressive markets. We think and plan with our future in mind. Our culture rewards outstanding performance and encourages a journey to success; all whilst being part of an organisation that is leading the way in modern developments.

Join us and become the member of **Belgrade Waterfront Team** as a:

FACILITY SUPPORT ADMINISTRATOR

Belgrade

YOUR AGENDA:

- Redistribution of electricity costs from BW to contractors
- Collaboration with insurance companies and brokers regarding reporting and damage repairing
- Collaboration with utility companies
- Keeping material records on fixed assets
- Coordinating the work of engaged FM companies and subcontractors
- Collecting bids for defined tasks
- Making sure that all invoices are distributed after the work has been done
- Monitoring of contracts exasperations and creating annexes
- Electricity registration at EPS
- Raising purchase requests
- Cost monitoring
- Cooperation with all relevant departments in the Company
- Keeping records and reporting about performed work

YOUR QUALIFICATIONS:

- Minimum 2 years of working in administrative roles
- Ability to establish and develop relationships with internal and external stakeholders
- Strong attention to details
- Good written and verbal communication skills
- Experienced user of MS Office
- Experience in using any major ERP system is considered as an advantage
- Excellent knowledge of English language

WHAT WE OFFER:

- Work in an international environment
- Opportunity to work on one of the most prestigious projects in our region
- Outstanding opportunities for career development

If you are confident that you meet the above requirements and you are interested in developing your career in a dynamic international organization, please send your application.

Please note that only short-listed candidates will be contacted.

APPLY HERE