

Tirana International Airport SHPK (TIA) is seeking to hire a

**ASSET MANAGEMENT SPECIALIST**

who will report to the Airport Operation Director of the company.

**Main tasks and responsibilities of the position:**

*(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)*

- Plan and implement site inspections to ensure conformity of subcontractors in relation to material and works with the contract specifications.
- Supervise the work of subcontractors including measurement of quality, quantity and payment.
- Assist and maintain TIA's assets in a fully operational status; including facility maintenance, maintenance of movable and immovable equipment and vehicles, energy and fuel supply ensuring facilities and activities meet company and regulatory requirements.
- Conduct site visits and inspections with the aim to monitor mechanical works and facility assets status, regular maintenance inspections of airport equipment, cars & vehicles, installations, etc.
- Prepare full technical documentation folders as a base for applying for different authorizations and permits from Albanian authorities.

**Requirements of the position:**

- University Degree in Mechanical Engineering;
- At least 1 working year of experience in related job responsibilities
- Fluent in English language
- Ability to work effectively as part of a team;
- Familiarly with a range of facility management techniques;
- Committed to providing a high standard of service and continuous improvement;
- Strong verbal and written communication skills;
- Credible, confident and diplomatic;
- Honest, reliable and with integrity.

To apply for the above mentioned position the applicants should complete the Application Form, which can be found in the following website: [www.tirana-airport.com](http://www.tirana-airport.com), and submit it together with a recent CV in the following address: [jobs@tirana-airport.com](mailto:jobs@tirana-airport.com), or to the reception of the Administration Building (Rinas).

Closing date of the application is **24 February 2023**

Human Resources Department will contact only candidates selected from the documentation screening.