

## **JUNIOR PROJECT MANAGER (LOW-VOLTAGE & SMART BUILDING SYSTEMS)**

### **Paphos**

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We are looking for a Junior Project Manager to support the delivery of low-voltage and smart building systems in commercial real estate projects. This is an entry-level position with a clear growth path towards Project Manager.

You will work alongside experienced engineers, project managers, and gain practical experience across all project stages.

#### **Responsibilities**

- Support project planning and coordination activities
- Assist in communication with contractors, suppliers, and internal teams
- Prepare and maintain basic project documentation
- Track tasks, timelines, and project progress
- Participate in site visits and technical meetings
- Use digital tools to manage and report project activities

#### **Requirements**

- Technical education or background (engineering, electrical, IT, automation preferred)
- Strong interest in engineering projects and smart buildings
- Organized, detail-oriented, and proactive mindset
- Good communication and teamwork skills
- Willingness to learn and develop professionally
- Confident English (spoken and written)
- Experience with MS Office (Word, Excel, PowerPoint)
- Basic knowledge of AutoCAD or similar CAD software
- Good communication and teamwork skills

Nice to Have

- Internship or junior experience in construction or engineering
- Ability to read technical drawings
- Basic understanding of low-voltage or IT systems
- Additional languages such as Russian or Greek are a plus

#### **We offer:**

- To be part of a professional international team
- Opportunity for growth and development
- Competitive salary
- 21 days paid vacation days per year
- 40 working hours paid sick leave days per year
- Public holiday in accordance with the Cyprus Public Holiday list

Interested candidates are requested to send their CV quoting the above job title to the following email address: [hr\\_cyprus@inex-group.com](mailto:hr_cyprus@inex-group.com).

All applications will be treated in strict confidence and in compliance with GDPR and our privacy policy.