



We are LAMDA Development S.A., a holding Company, member of the Latsis Group, specializing in the Development, Investment and Management of Real Estate, listed on the main market of the Athens Exchange.

We are proud to be a leader in the Retail Real Estate sector in Greece, with successful projects in the office and residential sectors!

Our portfolio includes The Mall Athens & Golden Hall in Athens, Mediterranean Cosmos in Thessaloniki, office buildings, innovative residential complexes and, the Flisvos Marina in Faliro.

In 2014, LAMDA signed the contract with the Greek state for the acquisition of the shares of the “Hellinikon SA”. The project includes the land area of the old Athens airport along with the coast front, totaling 6,2 mil sq. m. and will be the largest urban regeneration development project ever in Greece.

This project will include a diverse range of uses including residential communities, hotels, shopping centers, family entertainment venues, museums and cultural venues, health and wellness centers, significant space for sports and recreation, a modern business park with an educational and R&D hub as well as the total regeneration of the existing marina and the entire Coastal Front that will, along with the Park, will be the major attractions of the site.

In Greece, we are currently a team of about 200 colleagues, located in Athens and in Thessaloniki.

We constantly try to create an environment that promotes employees’ professional growth, based on the principles of attracting, developing and retaining human capital, offering equal opportunities to everyone.

To meet current corporate needs, we would like to bring to our team a

Development Associate- Document Controller

The Hellinikon Project

Reference code: DCH_46

The Development Associate- Document Controller will be reporting to the Chief Development Officer.

Our new colleague in this position, will be responsible for the document management and effective communication across the Departments’ divisions (Development, Commercial & Business Plan).

In detail, the Development Associate- Document Controller, will be responsible for the following tasks:

- Prepare, manage, file and maintain company documents ensuring all team members have access to necessary documentation when needed
- Manage the flow of documentation while safeguarding information and retrieving data efficiently
- Copy, print and distribute documents as necessary, scan and upload, maintain documents log records
- Prepare departments’ presentations (power point)



You will be a successful candidate for our opening, if you can identify yourself with the following criteria:

Academic Qualifications:

- **Education:** Bachelor's degree in Business Administration, Management or similar area of study

Professional Experience:

- About 3-8 years of relevant professional experience in the real estate/ construction industry. Keep in mind that candidates with a professional experience in Development / Real Estate / Construction related industry will be preferred!
- Solid experience in working with Document Control and Collaboration Systems e.g. Aconex and or similar) is an important qualification for our job opening!
- On a personal side, the ideal candidate for this position, should be characterized by strong organization skills, a real team player, who does not mind working independently as well when needed!
- Additional skills like the excellent use of English Language and MS Office Proficient User, incl. Power Point are also important skills for this position

Our Company offers:

Our vision is to bring to life the largest urban regeneration project in Europe. So we need to attract the most talented people in our industry & offer all the necessary means and procedures to support them, not only to fill their job description but also to rise above and beyond expectations!

Thus, we do provide:

- A passionate working environment
- A competitive compensation package according to professional experience, combined with additional benefits
- An exceptional opportunity to work and develop in one of the most challenging projects in Greece!

We are an Equal Opportunity Employer. We do not discriminate in any employment practices for reasons of race, color, religion, gender, sexual orientation, national origin, age, marital status, medical condition or disability, or any other legally protected status. Our premises have been especially designed to be accessible to people with disabilities.