



**Tigo Finance** is a leading fintech company in the region, providing a scope of financial services, including payday and consumer loans. Based on the proven experience and achievements in the industry with headquarters in Skopje the company aims to offer microfinance services to private individuals with the simplest, quickest and most convenient borrowing process for the customer.

Is it as important to you as it is for us to continually improve your professional skills, your career promotion, and your work life balance, while working with highest level of satisfaction? With us, you can live every day all these values.

Our employees are our most valuable assets, and they make Tigo an amazing place to learn, work and shape our future. We want every day to feel like an opportunity and to be surrounded by optimism and creativity.

We are looking forward to meeting our new colleague, and we truly believe that you will be a very valuable team member who will bring new professional competencies to our company. Join us as:

## Expansion and Facility Manager

We are hiring a Expansion and Facility Manager to which will contribute to sustainable development of the company. The ideal candidate would analyse and be responsible for acquisition of appropriate objects for the business, as well as maintaining the facilities. Furthermore, the candidate would have proven track record of successful negotiations with landlords, have great time management and needs to have an eye for details.

### Outcomes to succeed under expansion part:

- Proactively research, analyse and draft branch expansion plans, based on relevant fundamental and economic factors
- Actively look out in the field for new branch locations in compliance with the minimum relevant criteria, meet and build relationship with new potential landlords
- Ensuring site-specific market value calculation and evaluation of commercial properties
- Successfully coordinate, merge, and synchronize field work teams, working simultaneously on new branch establishment, including but not limiting to floor outlay, design, IT and network infrastructure, branding, utilities and other.
- Lead by example, by being constantly among field teams on spot, respect partners and respect set deadlines
- Provide detailed Information flow when organizing projects and make sure consistency is kept
- Respect compliance for new branches opening according to predefined laws
- Ensuring the annual profitability planning and ensuring the agreed budgets
- Knowledge of design (interior layout and space planning), already built cooperation with real estate agency will be considered an advantage

**Outcomes to succeed under facility management part:**

- Ensure that the facility is fully operational with all utilities functioning properly
- Manage refurbishments, renovations, and office moves
- Be accountable for regular maintenance and management of the set branches and offices
- Ensure all legal requirements regarding maintenance and upkeep are upheld
- Self-initiatively raise and resolve issues with the outlay and functionality of the existing branch network.
- Resolve defects or damages by assigning task to solve to dedicated and responsible persons.
- Supervise all facilities staff and external contractors
- Search for potential suppliers, conduct meetings, negotiating terms and related
- Communicating with tenants, public authorities and institutions.
- Successfully respond to emergencies or crisis situations.

**About you:**

- Minimum of 2 year experience in expansion and facility management or similar role;
- Preferred experience in branches development;
- Excellent time management
- Great negotiations skills
- Despite your outgoing personality, you are structured, organized, data driven and always on top of your responsibilities;
- Pro-active and visionary
- Preferably You have university degree in management;
- You are fluent in English;

**The Company will provide:**

- Attractive salary package;
- Bonus tied to performance;
- Open minded management willing to accept new ideas and practices;
- Great team full of young enthusiasts;
- Top of the line technology for professional usage;
- Career development and continuous upgrading through various training opportunities and know-how;
- Wellness programs and discount benefits constantly updated by HR department;

If you are interested to boost you career together with us, please send your CV with notice for the position "Expansion and Facility Manager" using the Fast Apply option.

The company is committed to creating a diverse environment and is proud to be an equal opportunity employer.

Please note that only selected candidates will be further contacted for interview.

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