

Job Title: Project Director / Senior Project Manager

Location: Balotesti, Romania

Department: Therme PEN, Project Management Office (PMO) for Therme Group

Reports to: Executive Team

Type: Full-time | Office based | International Travel

About Therme PEN

Therme Project and Engineering (PEN) is Therme Group's specialist entity responsible for turning visionary concepts into operations, sustainable wellbeing resorts. As the engine behind the planning and execution of Therme Group's global developments, PEN ensures seamless integration of design, engineering, supply chain and construction management.

About the role

The **Senior Project Manager's** primary focus is to ensure that the in-house design companies, the preferred supply chain partners and the local delivery teams align with the project's commercial, programme and cost objectives.

Key Responsibilities

a) General Reporting and Governance

- Work alongside the local delivery team to clarify and develop reporting protocols and processes
- Provide structured project updates to the executive team on design, cost, preferred supply chain procurement
- Ensure compliance with internal governance, ensuring project decisions align with the executive team strategic goals
- Ensure liaison between the Group PMO and the local delivery team

b) Design Management and Reporting

- Clarify and develop reporting protocols and processes for the Design Manager
- Manage design risks identification and ensure resolution prior to procurement of packages
- Manage preferred supply chain integration with project specific design requirements and their input into overall design
- Manage design deliverables coordination and integration with procurement and construction sequencing

c) Commercial and Procurement

- Support Group PMO procurement team to manage relationships with the preferred global supply chain and bring suppliers into contract
- Support value engineering initiatives across the in-house design teams and global supply chain
- Ensure alignment with the executive team requirements

d) **Masterplan (Cost and Programme)**

- Capture executive team's requirements/ targets and ensure the cost and programme targets are integrated
- Produce and update reports ahead of major gateways
- Identify, escalate and mitigate risks that impact the masterplan

Key Interfaces

Executive team/ committee

In-house design teams and Design Manager

Local delivery teams

Preferred Supply Chain and Procurement Manager

Programme Manager

Cost Manager

Required Skills & Experience

- 10+ years in project management and a proven track record of managing multiple large-scale projects successfully
- PMP or equivalent certification preferred
- Excellent leadership, communication and problem-solving skills
- Ability to work independently and report effectively to senior executives
- Strong organizational and multitasking abilities
- International study and/or work experience is a strong plus, reflecting our global, cross-border project delivery model

Travel Requirements

- Occasional travel to project and office locations worldwide, based on project phases and coordination needs
- Potential relocation

Job Title: Technical Procurement Coordinator

Location: Balotesti, Romania

Department: Therme PEN, Project Management Office (PMO) for Therme Group

Reports to: Procurement Manager

Type: Full-time | Office based | International Travel

About Therme PEN

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About the role

The **Technical Procurement Coordinator** plays a vital support role in managing the flow of technical procurement data and ensuring delivery assignment for complex packages, particularly MEP, façade and steel systems from global suppliers to site. Reporting to the Procurement Manager, you will coordinate documentation, logistics and supplier performance while working closely with the Technical Directors, Local delivery team and preferred supply chain partners.

Key Responsibilities

a) Technical Documentation & Procurement Interface

- Manage document flow between suppliers and internal technical teams for key work packages
- Coordinate and track technical submissions, approvals and compliance with specification
- Support the procurement of technically complex packages

b) Logistics & Programme Coordination

- Liaise with suppliers and shipping/ logistics teams to track deliveries and anticipate risks
- Align delivery timelines with programme milestones
- Support planning and documentation for off-site fabrication and on-site delivery

c) Supplier Coordination & Compliance

- Maintain supplier trackers and interface logs for critical packages
- Escalate documentation delays or performance issues to Procurement/ Programme teams
- Coordinate factory inspections and delivery readiness reports with consultants or site teams

d) Governance and Reporting

- Prepare procurement progress summaries for internal meetings and executive updates
- Ensure alignment with technical and alignment programme
- Support inputs to internal governance gates and coordination workshops

Key Interfaces

Procurement Manager

Programme Manager

MEP and Civils Technical Directors

Design Manager

Supply Chain

Required Skills & Experience

- 5+ years in procurement, logistics or coordination roles within construction/ engineering
- Exposure to technical packages coordination, ideally in MEP, façade or steel systems
- Proficient in Sharepoint, Excel and document tracking systems
- Degree in Engineering, Construction Management or similar field
- Highly organized and proactive communicator
- Experience with international supply chain and logistics is a plus
- International study and/or work experience is a strong plus, reflecting our global, cross-border project delivery model

Travel Requirements

- Occasional travel to project and office locations worldwide, based on project phases and coordination needs
- Potential relocation

Job Title: Commercial & Cost Officer

Location: Balotesti, Romania

Department: Therme PEN, Project Management Office (PMO) for Therme Group

Reports to: Procurement Manager and Project Manager

Type: Full-time | Office based | International Travel

About Therme PEN

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About the role

As **Commercial & Cost Officer**, you will play a pivotal role in supporting procurement activities while also taking ownership of the project cost plan for various projects. Reporting to the Project Manager and collaborating closely with the Procurement Manager, this role combines commercial skills and technical cost planning, helping bridge the contract execution, supplier management and financial forecasting.

You will be responsible for maintaining accurate cost data, evaluating supplier proposals, managing change and supporting contract execution from a financial and commercial risk perspective. This role requires strong analytical skills, attention to detail and the ability to work across procurement, commercial and cost functions.

Key Responsibilities

a) Cost Planning & Budget Management

- Maintain and regularly update the overall cost plan in coordination with the Project Manager
- Track cost estimates against procurement outcomes, supporting value engineering and forecasting
- Monitor cost movements, inflation impacts and risks to ensure accurate cost-to-complete projections
- Prepare detailed cost reports, budget breakdowns and summary dashboards for internal and executive use

b) Procurement & Commercial Support

- Provide commercial input during supplier selection, negotiation and contract finalisation
- Ensure consistency between supplier contracts and project budgets
- Support the Procurement Manager with contract administration, commercial risk assessment and compliance tracking.

c) Change Management & Risk Monitoring

- Review and process change orders and claims in line with contract terms
- Maintain change logs and support commercial/ technical validation of variations
- Assist in assessing financial exposure and advising on mitigation strategies

d) Stakeholder Coordination & Reporting

- Interface with internal design, programme and technical teams to align scope and budget expectations
- Liaise with preferred suppliers, consultants and the local delivery teams to coordinate commercial documentation and resolve cost related issues
- Provide structured updates on cost plan, risks and procurement progress to the Project Manager

Key Interfaces

Procurement Manager

Cost Manager

Project Manager

Supply Chain

Local Project Team

Required Skills & Experience

- 5+ years of experience in quantity surveying or commercial project roles within large-scale construction or infrastructure
- Strong knowledge of cost planning tools, contract forms and procurement processes
- Degree in Quantity Surveying, Construction Economics or related field
- Proven experience managing and reporting on cost plans from pre-contract to delivery stages
- Proficiency in MS Excel and cost management systems
- Excellent organizational, analytical and communication skills
- International study and/or work experience is a strong plus, reflecting our global, cross-border project delivery model

Travel Requirements

- Occasional travel to project and office locations worldwide, based on project phases and coordination needs
- Potential relocation

Job Title: Project Coordinator

Location: Balotesti, Romania

Department: Therme PEN, Project Management Office (PMO) for Therme Group

Reports to: Head of Project Management

Type: Full-time | Office based | International Travel

About Therme PEN

Therme Project and Engineering (PEN) is Therme Group's specialist entity responsible for turning visionary concepts into operations, sustainable wellbeing resorts. As the engine behind the planning and execution of Therme Group's global developments, PEN ensures seamless integration of design, engineering, supply chain and construction management.

About the role

As a **Project Coordinator** within Therme PEN you will play a key support role in the project management team of the international projects. You will coordinate communication, documentation and governance across design, procurement and delivery teams. Acting as the operational backbone of the PMO, you will help ensure project progress, alignment across functions and structured reporting.

Key Responsibilities

a) Project Documentation and Controls

- Maintain project registers, trackers, folders and document control systems
- Enforce consistency with the company's document standards, templates and naming conventions
- Collect and update design, procurement and programme deliverables in line with governance routines

b) Governance & Reporting Support

- Schedule, coordinate and minute recurring project meetings
- Track decisions, risks and actions to ensure accountability and timely resolution
- Assist the Project Manager with reports, dashboards and presentation
- Support preparation for key governance gate reviews and project stage transitions

c) Cross-Team Communication & Liaison

- Facilitate documentation and information flow between Therme PEN and local delivery teams
- Flag misalignments or blockers to appropriate leads for timely intervention

d) Risk & Progress Tracking

- Maintain and update project risk, issue and action logs
- Monitor progress against milestones, alert team to delays or critical path concerns
- Support escalation processes and mitigation planning with workstream leads

Key Interfaces

Project Manager

Design Manager

Programme Manager

Procurement Manager

Cost Manager

Local Delivery Teams

Consultants

Required Skills & Experience

- 3+ years in a project coordination, PMO or project support role ideally within large-scale infrastructure or construction
- Advanced Excel and SharePoint skills, PowerPoint and reporting experience is a plus
- Degree in Engineering, Construction Management or similar field
- Strong organizational ability and attention to detail in managing complex, multi-stream projects
- Excellent communication and interpersonal skills for a multi-cultural, multi-disciplinary environment
- Fluent in English (written and spoken) and Romanian, German is a plus
- International study and/or work experience is a strong plus, reflecting our global, cross-border project delivery model

Travel Requirements

- Occasional travel to project and office locations worldwide, based on project phases and coordination needs
- Potential relocation