



## INTERNSHIP ANNOUNCEMENT

**Albchrome sh.p.k** is an Albanian company owning high quality chrome ore mines in Bulqiza and the ferrochrome smelting plants in Burrel and Elbasan. Since January 14, 2022, **Albchrome** is part of **YILDIRIM Group's** metals and mining subsidiary, which ranked as the 2nd largest high carbon ferrochrome producer and the 4th largest chromium company in the world. **YILDIRIM Group** is a vertically integrated industrial conglomerate, which operates in more than nine different sectors of which, mining and metallurgical operations is its flagship industry group managed by its subsidiary, **Yilmaden Holding**.

**Yilmaden Holding** is committed to develop **Albchrome** by transferring its technology and expertise, continuing investments to grow the capacity and ensure sustainable development.

**Albchrome** is an equal opportunity employer, offers a professional and dynamic working environment, an attractive compensation package and the opportunity to express your talent potential. We are always striving to strengthen our organization by adding to our staff the best available talent in the market.

If you are eager to try on challenges in a fast-paced developed environment, Albchrome may indeed be the right choice to start your career.

Albchrome is searching for bright students for two internship opportunities to support Projects team at our Tirana office. Initial term of internship will be for three months with a possibility for extension for another three months. Priority will be given to students continuing Master Degree.

**MECHATRONIC ENGINEER INTERN      1 position**

**ENVIRONMENTAL ENGINEER INTERN      1 position**

### **Main duties to be performed during the internship:**

- Support in project coordination activities and prepare follow up progress report.
- Support with continuous communication and coordination with all stakeholders of a project.
- Supports project members in technical and organizational matters;
- Support in preparation of realistic and achievable project scheduling and supporting activities.
- Maintains all relevant data required for periodical progress reports such as expenses, meetings note, quality control results.
- Under the supervision of the project manager and in cooperation with other departments, coordinates the preparation of the necessary technical materials for the projects.
- Supports in preparation of technical specifications for the field of expertise according to bidding requests.

### **Required skills and abilities:**

- Excellent organizational skills, including the ability to plan work and set priorities;
- Excellent communication skills, possess work ethics and integrity;
- Excellent analytical skills and ability to efficiently solve problems;
- Ability to perform many tasks simultaneously and ability to orient the details;
- Very good interpersonal skills;



- Very good ability to maintain confidential information;
- Ability to coordinate work and relevant projects;
- Sense of Responsibility;
- Very good computer skills, especially MS Projects and MS Office packages;
- Ability to work in a group and to take initiative
- Very good knowledge of the English language, spoken and written.
- Equipment with valid driving license

#### **APPLICATION PROCEDURE:**

Please submit a Letter of Motivation, CV and documents proving continuing studies at:

**E-mail:** [hr@albchrome.al](mailto:hr@albchrome.al) Email subject shall specify the intern position you are applying for, Mechatronic Engineer Intern or Environmental Engineer Intern.

**Or, mailing address:** Albchrome Shpk, Rruga "Dervish Hima", Pallati Ambasador 3, Kati 1, Nr.3, Tiranë  
Attn: Human Resources Department

The deadline for submission of applications is **November 20th, 2023**. Human Resources will contact only shortlisted candidates.

*Please note that by submitting your application documents to the above address, you are giving to Albchrome your consent to use personal data included in your application for recruitment purposes, in accordance with requirements of Law No.9887, dated 10.03.2008 "For the Personal Data Protection".*