

VACANCY ANNOUNCEMENT

Company Profile: Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro and the Netherlands, employing approximately 6,000 people. The activities of the BALFIN Group comprise the development and management of real estate, retail, mining industry, banking, tourism, energy, logistics, etc. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation and social investment.

AlbChrome is a leading mining company in the region and the largest chrome ore and ferrochrome producer in Albania. For more than 20 years now, AlbChrome manages one of the largest European chrome rich resources. The Bulqiza Chrome Mines, Ferrochrome Plant in Burrel & Elbasan and other mining and metallurgy facilities are main assets of the company in Albania.

Job position: Laboratory Assistant / Chemist

Department: Control and Quality Department

Location: Burrel Ferrochrome Plant

Basic function and purpose of responsibilities:

Carrying out chemical, analytical and instrumental analyzes of raw materials, auxiliary materials, intermediate products and final products in the Chemical Laboratory of Burrel Ferrochrome Plant.

Duties and Responsibilities

1. Preparation of reagents and chemical reagent solutions, in accordance with standard operating procedures as well as standard testing and analysis methodologies.

2. Preparation of samples for chemical analysis in accordance with standard working procedures as well as standard testing and analysis methodologies.
 3. Carrying out tests and chemical analyzes to determine the chemical composition of different samples for analysis with the classical methods of quantitative and qualitative chemical analysis such as: Gravimetric, Volumetric, Titrimetric, Permanganometry, Potentiometric, Spectrometry etc.
 4. Performing tests and chemical instrumental analyzes using laboratory instruments such as pH meter, spectrophotometer, potentiometer, spectrometer, atomic absorption, etc.
 5. Recording and reporting the results to the supervisor of the relevant department.
 6. Development, improvement and adjustment of analytical methodologies as well as laboratory techniques.
 7. Maintenance of laboratory facilities, instruments and equipment and solving problems due to possible malfunction of laboratory instruments.
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8. Evaluation and guarantee of compliance in accordance with the Technical Safety Regulation at work as well as standard work procedures.

Qualifications and Skills Required:

Education:

- Bachelor degree in Chemistry and Chemical Engineering from accredited institutions of Higher Education.
- Training certificates in laboratories of analytical chemistry and instrumental chemistry.
- Knowledge of MS Office.
- Knowledge of Analytical chemistry laboratories for testing and analysis process for the determination /chemical composition of materials.
- Knowledge of drafting and reporting results.
- Knowledge acquisition in interpreting and analyzing information and reports.

Work Experience: Have at least 5 years work experience in similar positions;



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businesses to success.**

Skills:

- Excellent oral and written communication skills in English language.
- Knowledge of basic computer programs such as those in the Microsoft Office suite.
- Ability to understand and interpret the results and technical documentation of laboratory equipment, Security Regulation, instructions, and operational procedures.
- Excellent organizational, communication and teamwork skills.
- Possess a driving licenses.

Work conditions: BALFIN Group offers an attractive benefit package, including a fair remuneration based on merit and performance evaluation.

Application procedure for this position:

To apply for this position, please submit a Detailed CV and documentation copies requested proving your education, training and experience to these addresses:

- Albchrome Headquarters: "Dervish Hima" Street, Ambassador Palace 3, 1st floor, no.3, Tirana, Albania.
- Email to: hr@albchrome.al

The deadline for submission of documents is **September 15, 2021**.

* All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".