

JOB TITLE: Project Manager



POSITION REPORTS TO: Head of Operations

COMPANY: Nordic Homeworx

LOCATION: UAE (Dubai) - Serving the Middle East Market

ABOUT NORDIC HOMEWORX:

Nordic Homeworx, established in 2006 by Swedish native Pauline Madani, is the exclusive agent of Kährs of Sweden in the United Arab Emirates and Middle East. We specialize in providing turnkey supply and installation services of Kährs flooring for both residential and commercial clients throughout the Middle East region. Our commitment to quality, reliability, and outstanding customer service has made us market leaders with a reputation for excellence. With over 3,000 completed projects across the Middle East, Eurasia, North Africa, and East Africa, we continue to grow and innovate.

JOB PURPOSE SUMMARY:

The Project Manager at Nordic Homeworx plays a pivotal role in ensuring the successful planning, execution, and handover of flooring installations. This position involves the coordination of resources and processes to deliver high-quality, timely, and cost-effective outcomes that align with the company's objectives. The Project Manager is a key contributor to the achievement of project and company goals. The key success factor for this role is ensuring customer satisfaction during the project journey and finished project.

RESPONSIBILITIES

- **Project Information and Analysis:** Gather project information, perform analysis, and maintain accurate project records.
- **Risk Management:** Identify and assess project risks. Promptly apply appropriate risk responses.
- **Change Management:** Document project changes and acquire approval from concerned stakeholders. Keep project data valid and up to date.
- **Team Collaboration:** Collaborate with internal teams to align project activities with company goals.
- **Purchase and Logistics:** Coordinate with purchase and logistics teams for order confirmation, placement, and timely deliveries.
- **Project Management - Site Surveys and Meetings:** Conduct site surveys and site meetings to facilitate the smooth installation process.

- **Installation Method Compliance:** Ensure that the installation method of statement is communicated and adhered to on-site.
- **Stakeholder Management:** Manage stakeholder engagement and ensure effective communication throughout the project.
- **Documentation:** Formally document project information and communication for reference and reporting purposes.
- **Installation:** Conduct installation kick-offs and deploy resources. Maintain on site Installation supervision throughout execution.
- **Team Leadership:** Motivate and lead installation teams to ensure successful project completion.
- **Health and Safety:** Maintain health and safety measures within the installation teams, ensuring a safe work environment.
- **People Management:** Manage reportees and installation teams, Escalate concerns to management for timely resolution.
- **Quality and Timely Delivery:** Deliver high-quality, timely, and cost-effective installations, meeting project objectives.
- **Progress Monitoring:** Continuously monitor installation progress, record and resolve snags promptly, and take corrective actions as necessary.
- **Client Handovers:** Conduct project handovers with clients, ensuring a smooth transition and satisfaction.
- **Customer Satisfaction:** Ensure customer satisfaction aligning with company values and objectives.
- **Project Information Management:** Maintain up-to-date project information on the company's systems for easy reference and reporting.

EXPERIENCE & REQUIREMENTS

- Diploma or Degree in Civil Engineering/Architecture/Interior Design.
- Minimum of 5 years UAE experience as a Project Manager in Interior Fit-out works.
- Proven track record of Site Management in high-end/luxury residential field
- Ability to manage multiple projects' timelines and schedules simultaneously and work with little supervision to produce high-quality work on strict timelines.
- Strong client/service focus, with the ability to connect and deal with high-end clients from different horizons, listen to them, understand their needs
- Sales-support skills, with the ability to advise, convince and help close deals, along with the Commercial Team
- Proficient in reading and interpreting technical drawings and blueprints; strong understanding of design specifications and the ability to visualize the final product.
- Experience with CAD software is a plus.
- Excellent interpersonal, communication and presentation skills
- A "hands-on" Team player
- Very Good technical skills to be able to execute projects
- Organized and precise to be able to do the proper on-time follow-up
- Native or Expert level of English (written and spoken), Arabic is a plus.
- Working knowledge of MS Office, MS projects. A valid UAE driving license is a must.

BENEFITS:

- Competitive compensation package.
- Opportunity to work in a dynamic and collaborative sales environment.
- Access to professional development and growth opportunities.
- Exposure to the wood flooring industry and related sectors.
- Potential for career advancement within the sales/operations team.

If you are an organized and detail-oriented individual who thrives in a supportive role within a project team, we encourage you to apply by submitting your resume and a cover letter outlining your relevant experience and qualifications to careers@nordichomeworx.com.