

**JOB TITLE:** Project Coordinator

**POSITION REPORTS TO:** Head of Projects



### **Company Overview:**

Nordic Homeworx is the exclusive distributor of Kährs, a renowned Swedish flooring brand, in the United Arab Emirates. We specialize in providing high-quality, sustainable flooring solutions to residential and commercial clients across Dubai and beyond. With a commitment to excellence and a passion for delivering exceptional service, Nordic Homeworx is dedicated to enhancing living and working spaces through beautiful, durable flooring solutions.

### **Position Overview:**

As a Project Coordinator at Nordic Homeworx, you will play a vital role in supporting the successful delivery of high-quality commercial and residential flooring projects. Positioned within the Operations Department and reporting to the Head of Projects, you will bridge communication between the field and office, ensuring that documentation, scheduling, and client coordination are handled with accuracy and professionalism. Your work will directly contribute to smooth project execution and exceptional client satisfaction.

### **Key Responsibilities**

#### **Document Management**

- Maintain systematic organization and version control of project-related documents, including contracts, permits, technical drawings, and specifications
- Ensure all documents are up to date, accessible, and properly archived on internal systems
- Manage the creation and maintenance of communication channels for each project

#### **Project Coordination**

- Serve as the primary liaison between field and office teams to ensure clear and timely communication
- Support project planning and scheduling activities by assisting with timelines, task assignments, and permit handovers
- Record and share project updates, reports, minutes of meetings, and scope changes
- Maintain accurate and current project data in the project management system

#### **Administration**

- Assist with meeting preparation, including agendas, handouts, and presentation materials.
- Draft internal and external communication on behalf of the Projects team

- Maintain project calendars and support basic front-desk administrative tasks when required

**Required Experience & Qualifications**

- Bachelor's degree in a relevant field is an asset
- Minimum 2 years of experience in a project coordination role, preferably within commercial or fit-out projects
- Proficient in Microsoft Office Suite and Google Workspace
- Familiarity with project management systems or CRM tools
- Strong written and verbal communication skills in English (Arabic is a plus)
- Knowledge of wood flooring products and sales processes is a plus.