

## **Job Title: Office & Projects Associate (UAE Nationals)**

**Position Reports To:** Head of Customer Experience

### **Company Overview:**

Nordic Homeworx is the exclusive distributor of Kährs, a renowned Swedish flooring brand, in the United Arab Emirates. We specialise 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:**

We are looking for a motivated and detail-oriented UAE National to join our team as an Office & Projects Associate. This flexible, part-time role can be performed either remotely or from the office. It is primarily focused on providing administrative support to ensure the smooth day-to-day running of office operations and customer experience functions. The role may also extend to supporting small projects and cross-functional initiatives in Marketing, HR, and other areas.

The position requires strong organisational skills, a hands-on attitude, and the flexibility to support a variety of administrative tasks while occasionally assisting with project coordination. It is a great opportunity for someone looking to build practical office experience while also gaining exposure to different parts of the business. For the right candidate, this role offers significant growth opportunities to take on greater responsibilities or develop as a specialist in their field.

### **RESPONSIBILITIES:**

#### **Office Administration**

- Provide general administrative support to the Customer Experience Team and wider organisation, ensuring smooth day-to-day operations.
- Maintain organised records, correspondence, and databases to ensure information is accurate and accessible.
- Assist with preparing reports, presentations, and meeting documentation.

- Schedule and support internal and cross-functional meetings, ensuring follow-ups and action items are clearly documented and tracked.

### **Project & Team Support**

- Provide coordination support on ongoing projects within the Customer Experience team and, when needed, across other departments.
- Track tasks, timelines, and deliverables to help ensure milestones are met.
- Support light research and data gathering to assist in decision-making.
- Take ownership of selected small-scale tasks or projects, from planning to completion, with guidance.
- Share updates and outcomes of assigned work with the Head of Department.

### **QUALIFICATIONS / REQUIREMENTS:**

- High school diploma or equivalent; Associate's or Bachelor's Degree in Business or a related field is a plus.
- UAE National (family book holder).
- Fresh graduates are welcome to apply.
- Experience in an administrative, customer service or support role is an advantage.
- Strong organisational skills and the ability to handle multiple tasks and deadlines.
- Problem-solving skills and customer-focused attitude.
- Eagerness to learn and contribute across different functions.
- Excellent English communication skills both written and verbal.
- Must be proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, and CRM systems are an advantage

### **BENEFITS:**

- Competitive compensation package.
- Possibility to accommodate a flexible work schedule (part-time/full-time, remote or in person)
- Comprehensive training and ongoing professional development.
- Opportunity to work with a dynamic and collaborative environment.
- Potential for career advancement within the company.

**Why Join Us:** At Nordic Homeworx, we offer more than just a job; we offer a rewarding career in a collaborative and innovative environment. You will have the opportunity to work with a diverse team of professionals who are passionate about delivering excellence in everything we do. As an Office & Projects Associate, you will have the chance to make a meaningful impact on our organisation and contribute to our continued success.