

Project Manager

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:

As a **Project Manager** at Nordic Homeworx, you are in charge of delivering flooring installation projects across both residential and commercial sites. You oversee project execution from pre-installation planning through to final handover, ensuring each stage is managed with structure, clarity, and control.

You coordinate clients, contractors, and internal teams to maintain alignment throughout the project lifecycle. Through proactive planning, clear communication, and consistent follow-up, you ensure timelines, quality standards, and expectations are met. Acting as the central point of coordination, you manage scheduling, documentation, site readiness, and issue resolution, ensuring a smooth and professional delivery experience.

This is a hands-on execution role with clear accountability. You bring a practical mindset, strong organisational skills, and a calm approach to problem-solving, maintaining trust with clients and colleagues throughout the process.

Responsibilities:

Project Planning and Execution

- Manage 5-7 active flooring installation projects simultaneously, ensuring structured execution and consistent progress across all sites.
- Oversee the preparation phase of upcoming projects, confirming scope, timelines, materials, and site readiness in advance of installation.
- Plan and align installation schedules in coordination with clients and internal teams
- Keep full oversight of project timelines, proactively identifying risks and implementing corrective actions to prevent delays.

Client Communication and Stakeholder Management

- Lead client meetings and act as the primary point of contact throughout project execution
- Provide clear and structured updates to clients and contractors, maintaining transparency around progress, timelines, and next steps.
- Manage expectation alignment, particularly regarding site readiness and installation timing
- Send timely follow-ups and document key decisions, agreements, and changes to ensure accountability and clarity.
- Ensure stakeholders feel consistently informed, supported, and confident throughout the installation process.

Conflict Resolution and Risk Mitigation

- Address and resolve on-site challenges and conflicts with professionalism and composure, ensuring minimal disruption to project progress.
- Manage contractor scheduling pressure: Handle requests for early or adjusted installations with firmness and clarity, balancing operational feasibility with project quality.
- Protect installation standards through clear, confident, and professional communication with contractors and clients. Anticipate and mitigate risks.

Quality Control and Handover

- Ensure all installations meet Nordic Homeworx quality standards.
- Coordinate snag resolution efficiently, ensuring timely resolution and clear accountability.
- Conduct final client handovers professionally.

Documentation and Reporting

- Maintain accurate site records, progress reports, and photographic documentation.
- Record and maintain accurate project data within internal systems to support tracking, reporting, and operational visibility.
- Keep relevant internal stakeholders informed of project progress.
- Support post-installation documentation and close-out requirements.

Qualifications / Requirements:

Education:

Bachelor's degree in civil engineering, architecture, interior design or a related field

Experience:

- 3-6 years of experience in project management within fit-out, flooring, or interior finishing in the UAE
- Experience managing contractors and engaging confidently with high-end clients
- Demonstrated ability to manage multiple concurrent projects while maintaining structure, quality, and timelines.
- Exposure to residential or commercial installation environments with an understanding of on-site coordination and delivery standards.

Skills & Competencies:

- Strong client-facing communication skills, including clear, professional, and well-structured written correspondence.
- Structured and organised approach to project tracking, planning, documentation and follow-through.
- Strong sense of responsibility, ensuring tasks are completed thoroughly and to a high standard.
- Composed in high-pressure situations; confident in conflict management.
- Practical problem-solving ability
- Proven ability to manage contractors and demanding clients independently
- Professional proficiency in English (written and spoken)
- Knowledge of wood flooring products, materials, and installation processes is a plus.
- Valid UAE driving license and willingness to travel to project sites across Dubai and the UAE

Why join us?

At Nordic Homeworx, our culture is rooted in trust, care, excellence, and responsibility. We foster an environment where people feel empowered, supported, and confident taking ownership of their work. Respect and empathy guide how we collaborate, while a commitment to high standards drives us to consistently deliver quality and seek continuous improvement. As partners of a leading eco-conscious flooring brand, we are dedicated to sustainable practices that make a positive impact. Together, these values create a workplace where you can grow, feel inspired, and build a meaningful long-term career.

How to apply:

Interested in joining a team where your work truly matters? Send your CV and a short cover letter to careers@nordichomeworx.com and tell us why you'd be a great fit for the Project Manager role. We look forward to hearing from you!