



woodpro

Job Advertisement

Project Coordinator

WoodPro is an interior contractor and trader, specialized in bespoke furniture and interior solutions.

WoodPro, Imports and sell furniture production materials and offers carpentry services to vast furniture production industry of Maldives through its modern joinery factory.

Under its business portfolio, WoodPro owns and operate the following businesses.

- Cabinet&Co: An all-rounder interior solution provider, interior design, interior build and interior décor.
- Build&Co: specialize in civil interior works, and trading of building materials for the build market.

Project Coordinator is Responsible for the efficient coordination of multiple interior building projects by effectively managing the production resources, conducting procurement to logistic of a project to ensure timely delivery.

Areas of Experience: Civil Engineering | Architecture | Procurement | Project Management | Furniture & Wood Works

- Well fluent with AutoCad, Sketchup and other relevant design software's, in addition to Microsoft office applications.
- Ability to read blueprint and guide colleagues.
- In good health to conduct a highly intensive operational role.
- Able to perform in demanding situation and handle multiple tasks at once.
- People management skill, guide and motivate them to bring result.
- Self-driven, punctual and ability to meet deadlines.
- Possess a motor bike driving license.

Duties & Responsibilities

1. Assist in planning and execution of interior build projects.
2. Carryout procurement of materials for projects.
3. Conduct logistic and timely delivery of resources to and from project sites.
4. Perform quality check of project deliveries from commencement till completion.
5. Scheduling and effective execution of projects timeline.
6. Record keeping of material procurement, inventory and labor costing.
7. Maintain timely communication with relevant project stakeholders.

Behavioral Attributes:

1. Passion for interior design, aesthetics, beautiful living space and wood works.
2. Team player loves having fun and contribute for healthy work environment.
3. Punctuality to work and task completions.
4. Care for details and invisible areas.
5. Honesty and express what you feel is right, ready to challenge and agree to disagree on things.
6. Hardworking and work tirelessly for result.
7. Understand that money is the bottom line for growth and sustainability.
8. Posses' managerial attributes, to achieve career growth within company along with company growth.

Salary

- An average take home salary of USD 700, structured as follows.
 - 60% as Basic Salary
 - 40% as Attendance Allowance
- Yearly Increments based on performance and company business growth.
- Company will provide Food Allowance, Shared Accommodation, and borne charges of visa and work permit in the Maldives.

To Apply; send us your resume, photograph, certificates and experience letters to people@woodpro.mv.