

Office Admin cum Project Coordinator - UNIQ Group

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Company: Talent Pal

Location: Dubai

Category: other-general

We are looking for a highly organized and multitalented individual to join our team as an Office Admin cum Construction/Fitout Project Coordinator. This is a dynamic role that combines the responsibilities of a skilled office administrator with the coordination duties of a project assistant within the construction/fitout department.

Key Responsibilities:

Office Administration: Manage schedules and calendars for the construction/fitout team. Handle travel arrangements and expense reports. Organize and maintain project documentation (drawings approvals contracts). Prepare presentations and reports. Process purchase orders and invoices. Maintain efficient office systems and procedures.

Construction/Fitout Project Coordination: Assist the Project Manager with planning and coordinating project workflows. Monitor project timelines and milestones identifying and mitigating potential delays. Manage project communication between subcontractors suppliers and internal teams. Prepare meeting agendas and minutes taking accurate notes. Organize and track project documentation (RFIs drawings permits). Coordinate site visits and document progress reports. Assist with procurement and logistics for materials and equipment. Resolve minor site issues and escalate major problems to the Project Manager.

Qualifications: Minimum 3 years of experience in office administration and construction/fitout environment. Diploma in Civil Engineering / ITI

Job Type: Fulltime
Salary: From AED3000.00 per month

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