

# PROJECT COORDINATOR

ELLIOT JAMES

INTERIORS

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## ABOUT US

Elliot James Interiors is an award-winning global interior design practice with studios in Singapore and the United Kingdom, specialising in luxury interiors for residential and commercial projects.

We are looking for a Project Coordinator to join our growing team to be based in our Singapore studio

Reporting to the Commercial Manager, the role combines project management and procurement and delivery of FF&E/Subcontractor services for projects both in Singapore and UK.

This role will be well suited to someone with strong communication skills, impeccable attention to detail, and the ability to manage multiple tasks simultaneously.

## KEY RESPONSIBILITIES

- Supporting the project lead with project management of subcontractor services and delivery and installation of FF&E.
- Procurement for both standard and bespoke FF&E utilising our global supplier network, coordinating quotations, purchase orders, analysis, payments
- Maintaining and developing supplier relationships, being the primary point of contact with suppliers and logistics partners
- Working collaboratively with the design team during the specification process with product sourcing, samples, pricing, and specification detailing
- Compiling all project documentation accurately and promptly, overseeing the creation of project handover manuals

## REQUIREMENTS

- Excellent interpersonal and communication skills - fluent written and spoken English is essential
- Preferably possess a diploma/degree in a related discipline
- Previous experience in Interior Design / Architecture / Real Estate / Construction sectors is ideal
- The initiative and judgement to organise and prioritise tasks whilst working on multiple projects simultaneously
- Confidence working in a client-facing role where the importance of professionalism, courtesy and acumen is paramount to deliver an exceptional customer experience
- Detailed knowledge and proficiency in Google Suite

Please kindly note that the only Singaporean / PR candidates can be considered for this position.