



1.61 LONDON

PROJECT CO-ORDINATOR

1.61 London are a luxury interior design house and property development firm; we are working on a number of unique and prestigious sites throughout the UK and the world which includes LA, Singapore and Riyadh. We are seeking a project co-ordinator to come into our design team.

The role will require the following key areas:

1. List of works
2. Tender pack creations
3. Quotations
4. Ordering and scheduling

We would like to employ someone who is knowledgeable and capable, has a good understanding of all the different levels of building and design, and the ability to be personable with clients, and builders alike. You will be precise with your work.

Qualities

Essential = E - Desirable = D

- E Very good written and spoken English
- E Very personable, able to communicate clearly with all levels of personnel
- E Have precision and be detail oriented
- E Good negotiation skills
- E Smart
- D Experience in general building
- D Experience in ordering and invoicing
- D Knowledge of manufacturers and suppliers

