

## Project Coordinator Interior Finishing (m/f/x)

 Office & on-site | Full-time | Permanent contract

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Are you someone who can effortlessly translate a moodboard into a fully finished, high-end space? Do you have an eye for detail, strong technical insight, and do you enjoy helping bring beautiful interior projects to life? Then you might be exactly who we are looking for.

In this role, you combine creativity with technical precision. You turn concepts, renders, and interior presentations into clear execution files and ensure that projects are prepared flawlessly from both a technical and administrative point of view. You work in a hybrid way: partly on site and partly in the office, acting as a key link between design and execution.

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### What will you do?

You are responsible for the technical and administrative preparation of projects, including:

- translate moodboards, renders, and interior concept presentations into execution files
- ensure accurate pricing toward the client
- look for competitive purchasing options and negotiate where necessary
- translate designs into clear and understandable detail drawings for execution
- gather all required documentation to ensure high-quality execution
- coordinate contractors and subcontractors
- proactively request additional information from colleagues and external partners, and ask the right follow-up questions when needed

to achieve the project goals you will have to:

- preparing tenders, contracts, purchase orders, and invoicing documents
  - creating execution documents such as drawings, technical data sheets, and bills of quantities
  - taking measurements on site
  - collecting material samples
  - preparing meeting reports
  - compiling as-built files, already during the execution phase of the works
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### Who we're looking for

- You hold at least a bachelor's degree, preferably in applied architecture, interior design, or a similar field.
  - You are able to work with drafting software, preferably AutoCAD or Rhino.
  - You are comfortable using MS Office.
  - Multilingual skills are a plus.
  - Experience is welcome, but not essential. A strong eagerness to learn, motivation, and a genuine hunger for knowledge are more important to us.
  - You care not only about your own work, but also the results of the entire team.
  - You take pride and satisfaction in helping achieve project goals and interim milestones.
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### What you can expect from Solino

- a varied role within a diverse company
- a driven and committed team
- an attractive compensation package, including:
  - hospitalization insurance
  - meal vouchers
  - company car
  - mobile phone and laptop

