

Renovation Project Preparer (m/f/x)

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

To keep our renovation projects running even more smoothly from A to Z, we're looking for a project preparer who loves structure, technical detail and responsibility — someone who helps make the difference before the first brick is even laid.

Why this role matters at Solino

A site runs well only when the preparation is right. You're the link between plans and execution: translating drawings into a feasible, clear and complete execution package — so the on-site team can focus on what Solino stands for: delivering quality, with calm and control throughout the process.

What will you do?

You're the behind-the-scenes force ensuring projects run smoothly — both technically and administratively.

- Preparing RFQs, contracts, purchase orders and billing sheets
 - Developing execution documents (drawings, technical sheets, schedules/BOMs, ...)
 - Taking measurements and collecting samples
 - Building the as-built file throughout the execution phase
 - Converting tender plans into a clear and practical execution package
 - Ensuring accurate pricing for clients and negotiating with suppliers
 - Supporting and improving standard procedures and project documentation
 - Proactively requesting information: you ask the right questions, spot gaps before they become problems
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Who we're looking for

You don't need to know everything yet — but you do need the drive to grow and take ownership.

- You hold a Bachelor's degree (or higher) in Construction/Civil Engineering or equivalent experience
- You're comfortable with AutoCAD and MS Office
- You're curious and eager to learn, and want to deepen your knowledge of execution, materials and renovation details
- You communicate clearly; multilingual skills are a strong plus
- You're a true team player: proactive, supportive, and mindful of a healthy workflow
- You take pride in a well-prepared dossier and in hitting milestones thanks to your work

Industry experience is a plus, but your motivation, accuracy and drive are what matter most.



Bekkerzeelstraat 11, 1700 Dilbeek
info@solinoconstruct.eu
+32 471 20 37 45
BTW BE 0772.326.470
RPR: Brussel

What you can expect from Solino

- A role with real impact, closely involved in projects from start to finish
- A young, driven and culturally diverse team where collaboration comes first
- Room to grow and help build strong ways of working
- Projects focused on quality, finishing and smart renovation choices

Tailored compensation package

- Hospitalisation insurance
- Meal vouchers
- Company car
- Mobile phone & laptop



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