# POSITION SPECIFICATION

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| **Position** | **Project Coordinator** |
| **Company** | DFI Retail Group |
| **Location** | Hong Kong |
| **Reporting Relationship** | Head of Store Design NA |
| **Website** | <http://www/DFIretailgroup.com> |

# COMPANY BACKGROUND / CULTURE

DFI Retail Group (“Group”) is a leading pan-Asian retailer. At 30th June 2021, the Group and its associates and joint ventures operated over 10,000 outlets and employed some 230,000 team members. The Group had total annual sales in 2020 exceeding US$28 billion.

The Group provides quality and value to Asian consumers by offering leading brands, a compelling retail experience and great service; all delivered through a strong store network supported by efficient supply chains.

**RESPONSIBILITIES**

* Develop project schedules and timelines and ensure that all store design team members are aware of their roles and responsibilities.
* Administer, coordinate, and manage store design projects from conception to completion.
* Administer Design Change Forum documentation, actively chasing cost requirements and approvals.
* Assist in obtaining information and confirming details.
* Work closely with the Head of Store Design and other stakeholders, including Construction, Operations, and Commercial Teams, to ensure that project plans are in line with company objectives and goals.
* Monitor project progress and report on project status to the Head of Store Design.
* Identify and escalate potential project risks. Developing contingency plans to mitigate these risks in a timely manner, where required.
* Support managing external contractors and vendors to ensure that they are meeting project requirements and timelines.
* Ensure that all project documentation, including the weekly store development tracker, meeting minutes, and records, are accurate and up to date.
* Attend project and site meetings and take minutes as required
* Provide updates on project progress and design-related issues.
* Document and follow up with post-meeting next steps.
* Collaborate with the Head of Store Design to develop and implement project management best practices and processes.
* Maintain and update the store design standards.
* Assist with the upkeep of the Store Design filing system.

**QUALIFICATIONS**

* 5 years of experience in project coordination or management, preferably in the retail or store design industry.
* Bachelor's degree in Project Management, Architecture, Interior Design, **OR** other discipline with an understanding of the design and construction industry.
* Strong organizational and project management skills, with the ability to manage multiple projects simultaneously.
* Confident communication skills, with the ability to communicate effectively with both internal and external stakeholders.
* Detail-oriented with the ability to identify potential project risks and escalate them when necessary.
* Thrives in dynamic and challenging environments.
* Knowledge of store design and construction processes is preferred.
* Self-motivated with the ability to work independently and as part of a team.
* Proficient in Microsoft Excel, PowerPoint, Sharepoint, and Adobe InDesign.
* Proficient in both written and spoken English and Chinese, with Mandarin language skills as a plus.