



Project Co-ordinator - Fit-out & refurbishment

About The LOWE Group:

We are a mission-centric, innovative property management company that transforms vacant properties into affordable homes for London and the South East's young professionals, key workers and creatives. We deliver both social value to the community and an alternative form of security to landlords through provision of over 750 homes across 150 properties.

Co-founded by husband-and-wife team Tim & Poppy Lowe in 2016, we have grown organically since then through profits, with no external funding or debt. We are now a team of 25 and being a year off our 10th birthday, our priority is to develop a really strong leadership team who can take the company to the next level.

www.thelowegroupltd.com

Role overview:

Location: London. Office-based (No remote working options)

Salary: £30,000 - £32,000

We're looking for a proactive and detail-driven Project Coordinator to support our fit-out and refurbishment projects from start to finish. In this dynamic and fast-paced role, you'll play a key part in ensuring that our residential and commercial spaces are delivered on time, on budget, and to the highest standard. This is a hands-on position ideal for someone who thrives on coordination, communication, and getting things done.

As a Project Coordinator, your mission will be to:

- **Coordinate and support** the fit-out and refurbishment of residential and commercial properties from initiation through to completion.
- **Maintain and manage project timelines**, ensuring everything stays on track and within budget across multiple concurrent projects.
- **Liaise with contractors, suppliers, and internal teams** to ensure smooth, high-quality delivery at every stage.
- **Assist in the procurement of materials, equipment, and services**, ensuring timely delivery and cost efficiency.
- **Support the pricing process** by gathering and analysing quotations for additional works, contributing to accurate cost estimates and budgets.
- **Ensure compliance with health and safety regulations** across all active sites, conducting regular inspections and maintaining a risk register.
- **Assist in snagging processes and quality checks**, helping deliver high-standard finishes that comply with building regulations.
- **Be a reliable point of contact between stakeholders**, resolving on-site issues promptly and effectively to keep projects moving forward, ensuring all stakeholders are kept up-to-date.



After three months, success will look like:

Experience and Skills

- Experience in project coordination within fit-out, refurbishment, or construction projects.
- Understanding of health and safety regulations and construction compliance.
- Strong organisational and multitasking skills, with the ability to manage multiple project elements.
- Experience in obtaining and evaluating subcontractor quotations.
- Excel
- Excellent communication skills for liaising with teams, contractors, and stakeholders.

Key Competencies

- **Coordination:** Ability to manage multiple moving parts and keep projects aligned with timelines.
- **Attention to Detail:** Ensuring quality finishes and compliance with safety and regulatory standards.
- **Problem-Solving:** Ability to support issue resolution effectively on-site.
- **Communication:** Clear and professional interaction with teams and external partners.
- **Cost Awareness:** Assisting in budgeting and cost control to optimise project expenditures.