

Senior Project Coordinator – B2B Construction Projects

Join us if you share our
customer first
mindset.

WHITEAWAY GROUP

A key role in managing large-scale whitegoods deliveries to construction sites across Denmark

Are you an experienced project professional who can manage complexity, communicate clearly, and drive structured end-to-end coordination? We're looking for a Senior Project Coordinator to strengthen our construction project team and play a central role in delivering household appliances to major building projects across Denmark.

Whiteaway Group began with a simple idea, strong customer focus, and a passion for digital innovation. Today, we're a leading Scandinavian retailer delivering household appliances across the region.

In our B2B project organisation, you'll join a back-office team of three passionate colleagues. In this senior role, you'll work with a high of ownership, structure, and cross-functional coordination - and be a key driver in keeping our construction projects on track from start to finish.

Your role

Deliveries to construction sites are often complex - affected by site readiness, installation dependencies, access restrictions, subcontractor timelines, and last-minute changes. You're going to structure delivery flows, plan ahead, manage risks early, and keep projects on track from initial planning to final completion.

In other words, you'll coordinate multi-layered construction-site deliveries where success depends on alignment, preparation, and clear communication - not simply moving goods from A to B.

Key responsibilities:

- Coordinate construction-site deliveries, ensuring site readiness and alignment with installation phases,
- Plan ahead with a structured approach, ensuring preparation, documentation, and risk assessments are in place before critical milestones.
- Communicate proactively with customers, installers, logistics partners, and internal teams,
- Take full ownership of your project portfolio, ensuring clear progress, accountability, and customer satisfaction,
- Support key account managers and act as operational backup when needed,
- Handle ordering, stock coordination, and delivery alignment through our purchasing team,
- Help improve workflows, processes, and best practices as the department grows.

What we're looking for

- Several years in project coordination or management, ideally in construction, technical delivery, or logistics
- Strong understanding of how construction sites work and why deliveries can be complex
- Clear, proactive, and structured communicator with all stakeholders
- Highly organised, able to plan and keep things on track in a dynamic environment
- Takes ownership and drives projects all the way through
- Comfortable with business systems like Navision and Asana, or ready to pick them up quickly

- Team player who enjoys supporting colleagues and building good customer relationships

What we offer

- A dynamic, international workplace where your experience can create meaningful impact,
- Opportunities for professional development and a high level of responsibility,
- A flat and informal organisation with trust, autonomy, and short decision-making paths,
- A wide range of employee benefits, including health care, lunch scheme, gym, Friday breakfast, employee discounts and social events.

We're committed to creating an inclusive environment for all employees and welcome applicants from all backgrounds, beliefs, and identities.

What to do next

Due to the holidays, response time will be a little longer. We plan to start inviting candidates for interviews in mid-January, with interviews taking place later that month.

For GDPR reasons, we can only accept applications via the Apply button.