

## REMOTE PROJECT COORDINATOR

Through my travels I continually build an address book of suppliers, manufacturers and local retailers from around the world. My mission is to help you benefit from reliable information when you have projects abroad. Additionally, finding the best accommodation even local transport may be exhausting when you don't know a country. I will be your local guide and your working partner.

## CUSTOM OPTIONS FOR REMOTE DESIGN PROJECTS

- Finding accommodation during your stay and advice for local commuting
- Sourcing local suppliers, manufacturers, retailers and contacts for site supplies
- Coordinate on-site duties (general labourers, contractors, artisans...)
- Coordinate Delivery Schedule and access to site
- Coordinate stock and orders (shipping and receiving goods, cleaning...)
- Reconciliation of documents, warranties, installation instructions, operational manuals

Do you need another service that is not mentioned above? I am open to any special request.

## CALENDAR 2019 (booking open)

*This calendar is for informational purposes and may change depending on the projects that are proposed to me. Do not hesitate to contact me if your project takes place in a country other than those mentioned below. I am free to move as needed.*

January to March -> New-Zealand

April to Jun -> Vietnam, Cambodia, Thailand, Laos, Malaysia, Singapore, Indonesia

July to December -> *tbd*

