



Glanua



#JOB-2415282



Loughrea, Co. Galway,



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



07/10/2025



04/11/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [recruitment@glanua.com](mailto:recruitment@glanua.com)



Open your camera  
app & point here  
to view this ad  
online



## Construction - Project Administrator/Clerk

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

The main duties and responsibilities of the Project Clerk are outlined as follows:

Liaise with the PCI design manager and engineers with regards to sourcing suppliers and obtaining quotations for work to be carried out.

Complete comparative maps.

Raise purchase requisition's and issue purchase orders.

Ensure purchase order register is up to date.

Liaise with accounts payable and the design manager to ensure goods receipting is completed and payment certificates are issued.

Assist in the preparation of workshop submissions, reports, presentations.

Assist in the preparation of design submissions.

Liaise with the BIM co-ordination team and the design manager to ensure documents are named and stored in accordance with Glanua's quality control system.

Provide administrative and co-ordination support to the design delivery team as required.

Knowledge, Skills and Experience:

The main knowledge, skills and experience required/desirable of the Project Administrator / Clerk are outlined as follows:

Previous procurement experience.

Previous administration experience.

Strong organisational skills.

Strong teamwork and communication skills.

Proficient in MS Office.

Ability to meet tight deadlines.

Knowledge of SAP (advantage)

- **Sector:** construction

### **Career Level**

- Not Required

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Computer Literacy
- **Competency Skills:** Problem Solving, Teamwork, Time Management, Working on own Initiative