



MMD CONSTRUCTION (CORK) LIMITED



#JOB-2420872



MMD CONSTRUCTION LTD., Unit 1, Bldg

2500, Ave 2000, Cork, Co. Cork, T12 P6PT



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



14/11/2025



12/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@mmd.ie



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



Technical Writer

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

Job description:

Why Join Us:

By joining MMD Construction, you will become part of a team that values collaboration, innovation, and growth. As we continue to expand, you will have the opportunity to grow your career in an exciting industry, working on projects that shape the future of construction. At MMD Construction Cork, we prioritise project excellence and the professional development of our people.

About the Role:

MMD Construction is seeking a detail-oriented and highly organised Technical Writer to join our Tendering and Pre-Qualification Team. This newly created role is a fantastic opportunity for someone with a passion for clear communication, technical accuracy, and structured content creation. You will play a key role in producing high-quality written submissions for tender responses, pre-qualification questionnaires (PQQs), and construction methodologies across various scopes. Working closely with our departments, you will ensure all written material reflects the professionalism, technical expertise, and safety standards of MMD Construction.

Responsibilities:

Draft and develop high-quality written content for tender and PQQ submissions including:

- o Methodologies for project execution
- o Approach to Quality Assurance & Control
- o Health, Safety, and Environmental write-ups

o Company technical capability summaries

Coordinate with bid team, estimators, and senior management to ensure submissions are complete and compelling.

Write, edit, and maintain content for submissions including project case studies, policies, CVs, and templates.

Translate technical material into reader-friendly content, tailored to client needs.

Review and revise tender documentation to align with contractual and industry requirements.

Support marketing and business development teams with award applications and presentation content if required.

Support all departments with company-wide content requirements, maintaining consistency across all written materials.

What We are Looking For:

Qualifications:

- Degree or diploma in Construction Management, Engineering, Architectural, Communications, or a related discipline.

- 2–5 years' experience in a similar role within the construction or engineering sector.

Skills and Experience:

- Proven experience with advanced document formatting tools, including the Adobe Suite and Microsoft Office Suite.

- Familiarity with a range of project types and an understanding of key industry standards and regulations, including contracts, BC(A)R, HSEQ, LEED etc.

- Ability to manage multiple deadlines and work collaboratively across departments

- Clear communicator with an eye for formatting, consistency, and presentation.

- Strong understanding of construction materials, modern methods of construction (MMC), and emerging building technologies, with the ability to communicate technical content clearly and accurately.

- Strong writing, editing, and document control skills.

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:**Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Communications
- **Competency Skills:** Negotiation, Priority Planning
- **Additional Skills:**Manual Handling