



RECRUITROO IRELAND LIMITED



#JOB-2422887



QUANTUM HOMES LIMITED, Unit 2, The Ent
Ctr, The Hbr, Kilcock, Co. Kildare, W23 A2T8



No of positions : 10



Paid Position



39 hours per week



34000.00-54000.00 Euro Annually



01/12/2025



29/12/2025

How to apply

Application Method :

Not available



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Business Analyst – Operations and Compliance

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

Quantum Homes Ltd are looking for a skilled Business Analyst – Operations and Compliance to join their office in Unit 2, The Enterprise Centre, The Harbour, Kilcock, Co. Kildare, W23 A2T8.

The salary range starts from €34,000 (16.77/hr) to €54,000 (26.63/hr) based on a 39-hour week. Salary will increase proportionately if additional hours are required.

The Business Analyst – Operations and Compliance supports the analysis, improvement, and coordination of operational processes across a real estate development company. This role focuses on ensuring projects, facilities, and support services run efficiently, comply with safety and quality standards, and deliver a high level of service to stakeholders.

Key Responsibilities may include but are not limited to:

Review and analyse day-to-day operational processes to identify areas for improvement.

Monitor compliance with safety, regulatory, and quality standards, recommending corrective actions where necessary.

Prepare reports, documentation, and records to support management decision-making.

Conduct routine site and facilities checks, documenting findings and following up on corrective measures.

Maintain accurate records of inspections, schedules, and operational activities.

Support the development of policies, procedures, and training programmes for staff.

Provide guidance and supervision to ensure staff adhere to operational standards.

Assist with customer and stakeholder queries, identifying recurring issues and suggesting solutions.

Collaborate with management and cross-functional teams to ensure resources are used effectively.

Undertake any other duties as reasonably assigned by the line manager or directors, including reassignment to other functions or projects in line with business needs.

Office Management

Oversee day-to-day office operations, ensuring a clean, safe, and efficient working environment.

Manage office supplies, equipment, and vendor relationships, ensuring cost-efficiency and timely procurement.

Coordinate facilities management, including maintenance, IT support (with HR), and health and safety compliance (With H&S Manager).

Partner with department heads with organising of company events, meetings, and team-building activities to foster a positive workplace culture.

Maintain and manage office budgets, including expense tracking and invoicing.

Qualifications, Experience and Skills required:

Supervisory or operational experience in hospitality, facilities management, healthcare, real estate, or related fields.

Strong organisational and problem-solving skills with attention to detail.

Ability to analyse workflows, identify inefficiencies, and propose improvements.

Knowledge of compliance, safety, and quality standards.

Proficiency in MS Office or other basic reporting and record-keeping systems.

Training support will be provided:

This job description is flexible and may adapt or evolve as the role progresses over time.

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]