



GMC Utilities Group



#JOB-2433071

G.M.C. UTILITIES GROUP LTD., G.M.C.



House, Millennium Bus Pk, Dublin 11, D11

ER02



No of positions : 1



Paid Position



40 hours per week



30000.00-40000.00 Euro Annually



09/02/2026



09/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : careers@gmcirl.com



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



Administrator

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

Are you looking to become part of a collaborative team whilst maximising your potential to grow and develop within your career? Apply today.

The Role.

GMC are currently looking for an experienced Administrator to join our team.

The successful Administrator will be supporting the delivery of projects across all aspects of the business from an administration, reporting and coordination point of view.

Key Duties and Responsibilities will include but are not limited to:

Assist in the development and refinement of forecasting models and methodologies.

Continuously evaluate and streamline reporting processes to improve efficiency and accuracy.

Create a forecast of future work volumes and identify optimum resource capacity required to undertake.

Programme works in accordance with operational capability, commercial targets, and client KPI's.

Liaise with Operations regarding scheduling issues.

Produce and distribute Management Information (Reports) and identify and act upon areas of poor Performance.

Carry out weekly "Plan Do" Reviews with Operations to assess the effectiveness of the Workflow function.

Ensure Crews are compliant with the Maximo/Click/Syclo process and challenge and manage individual performance issues.

Manage customer and client escalations.

Contribute towards the departments approach to continuous improvement and utilisation of information Technology.

Ability to process and submit payments and completions.

Ad hoc tasks as required by the wider business.

The Candidate: Required Experience and Competencies:

Previous experience within the construction or utilities sectors, desirable.

Previous experience submitting payments and completions, desirable.

Strong analytical and problem-solving skills, with the ability to interpret complex data sets.

Excellent communication and presentation skills, with the ability to convey technical information to non-technical stakeholders.

Detail-oriented with a focus on accuracy and attention to detail.

Confident, motivated and can work independently as well as part of a team.

Ability to work under pressure with strict deadlines.

Time management abilities to meet targets with the ability to prioritise stakeholder impact.

Good communication, interpersonal, and customer service skills.

Integrity and respect for confidentiality and privacy.

Become a part of something bigger.

At the heart of GMC is our people, from engineers through to customer service and we aim to work collaboratively towards our common goals.

GMC is an equal opportunity employer, and we aim to recruit and retain like-minded people from diverse backgrounds with a wide range of expertise.

In GMC we foster a work culture that promotes collaboration and learning, building an environment where our people have the capacity to maximise their potential whilst gaining the opportunity to continuously develop.

Our Future.

Since the founding of GMC in 1981 by Gerry McCloskey, GMC has grown to be Ireland's leading

Civils and Util

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0

- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Communications

- **Competency Skills:** Teamwork, Time Management