



DX2 TRAINING SOLUTIONS LIMITED



#JOB-2434442



DX2 TRAINING SOLUTIONS, Unit 21,
Seatown Bus Campus, Co. Dublin, K67 DC04



No of positions : 1



Paid Position



35 hours per week



30000.00-34000.00 Euro Annually



17/02/2026



13/03/2026

How to apply

Application Method :

Not available



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online



Operations Coordinator

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

Location: Swords, Co Dublin

Type: Full-Time | Monday–Friday | 9:00am–5:00pm

Salary: €30,000–€34,000 per annum (dependent on experience)

We are a busy and well-established training organisation seeking an Operations Coordinator to deliver our training operations and ensure seamless coordination. This is a key operational role where your decisions, organisation, and initiative will directly impact our clients and internal processes.

Key Responsibilities:

Lead end-to-end coordination of training bookings from enquiry through completion

Schedule trainers, manage course logistics, and optimise resources

Promote and recommend relevant services and products to clients, suggesting additional solutions to enhance their experience and drive business growth

Prepare and issue joining instructions and course materials with accuracy

Ensure training rooms, equipment, and hospitality meet high professional standards

Maintain stock, equipment, and store room organisation efficiently

Manage shared inboxes, respond to client queries promptly, and resolve issues proactively

Monitor and report on operational metrics using Microsoft 365 and internal systems

Identify opportunities to improve operational processes and implement solutions

Support compliance, quality assurance, and reporting activities

Essential Requirements:

Minimum 2 years' experience in operations, coordination, or administrative role

Strong Microsoft 365 proficiency (Outlook, Teams, Word, Excel, SharePoint)

Excellent organisational, prioritisation, and time-management abilities

High attention to detail and accuracy

Strong professional communication skills

Ability to manage multiple competing priorities independently

Experience in a SME environment where adaptability and initiative are essential

Desirable:

Experience within training, education, professional services, or hospitality operations

Event or course coordination experience

Stock, resource, or CRM systems management experience

Experience implementing process improvements

What We Offer:

Competitive salary package €30,000–€34,000

Health Insurance

Full-time, stable position with clear responsibility

Opportunity to lead operational processes and contribute to business development

Free onsite parking

Collaborative team environment with autonomy and ownership

A varied role where your problem-solving and organisational skills make a tangible impact

If you enjoy taking ownership, optimising processes, and ensuring operations run smoothly, this is the role where your impact will be visible and valued.

- **Sector:** education

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Communications, Interpersonal Skills
- **Competency Skills:** Flexibility, Initiative, Priority Planning, Teamwork
- **Specialising In:** microsoft 365
- **Driving Licence:** Full: B