



CBRE GWS



#JOB-2439477



Connaught House, 1 Burlington Road, Dublin
4, D04 C5Y6



No of positions : 1



Paid Position



39 hours per week



36680.00 Euro Annually



21/03/2026



18/04/2026

How to apply

Application Method :

Not available



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Facilities 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

Hi, we're CBRE Global Workplace Solutions! We are seeking to recruit a Facilities Operations Coordinator to support and coordinate workplace and facilities operations within a corporate client environment in CBRE, 3rd Floor, Connaught House, 1 Burlington Road, Dublin DO4 C5Y6.

The role involves operational coordination, contractor management, compliance and oversight and monitoring of service delivery standards to ensure the effective and compliant functioning of the work place environment. Full time, Permanent – 39 hour per week. Annual Salary €36,680.

Primary Objectives and Tasks:

- Supervising and coordinating daily facilities operations to ensure workplace environments meet operational, safety and service standards.
- Managing maintenance workflows and liaising with external vendors and contractors to ensure timely resolution of technical and operational issues.
- Overseeing health and safety compliance processes, including inspections, documentation, reporting and coordination of corrective actions.
- Leading space planning activities, office relocations and workplace operational adjustments.
- Monitoring service delivery standards and supplier performance, escalating operational issues where necessary.
- Overseeing operational inventory controls and coordinating procurement processes to ensure continuity of workplace services.
- Acting as a key coordination point between teams, client stakeholders and service providers.
- Contributing to continuous improvement of workplace operational processes and service efficiency.

Minimum Requirements:

- Relevant third-level qualification in business, facilities management, operations or related discipline or equivalent professional experience.
- Minimum 2 years' experience in facilities coordination, workplace operations, property services or a similar operational environment.
- Experience managing vendor relationships and service delivery standards.

- Strong organisational, communication and coordination skills.
- Fluency in English (written and spoken)

- **Sector:** real estate activities

Career Level

- Experienced [Non-Managerial]