



Company Details Confidential



#JOB-2443176



Unit 9B, Beckett Way, Pk W Bus Pk, Dublin  
12, D12 PK44



No of positions : 1



Paid Position



39 hours per week



36000.00-40000.00 Euro Annually



16/04/2026



14/05/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://nordan.ie/explore-nordan/careers/>



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



## Project Technician

### 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

NorDan Vinduer Limited, a leading supplier of high performance windows and doors, is seeking a Project Technician to join our team. This is a varied, office based role supporting the delivery of construction projects through technical drawing assistance, project administration, and document control.

### Key Responsibilities

- Support the preparation, submission, and coordination of construction proposals, tenders, and cost estimates
- Assist with the administration of project contracts, budgets, quality control processes, and cost tracking
- Provide administrative support for project documentation, including compliance and sign off records
- Review and interpret design proposals, engineering drawings, and technical specifications, and raise queries with engineers where required
- Assist with the preparation and processing of purchase orders, schedules, change orders, and additional works documentation
- Compile proposals, specifications, and supporting documents to produce accurate project records and estimates
- Liaise professionally with customers, consultants, engineers, stakeholders, subcontractors, suppliers, and relevant external parties as required
- Review purchase orders for accuracy, including job numbers, cost codes, and supporting information
- Prepare technical data sheets and documentation for installation and invoicing teams
- Coordinate project related activities across order processing, production, and internal departments
- Support the review and validation of technical scope in collaboration with internal technical teams and clients

- Assist in reviewing technical drawings and confirming specifications with engineering teams and customers
- Support project scheduling, cost monitoring, and efficient use of resources
- Contribute to project performance monitoring and continuous improvement initiatives

Please note: This list is indicative of the role and may evolve based on project requirements.

#### Key Requirements

- Proven experience using AutoCAD / CAD in a construction or engineering environment
- Strong attention to detail and organisational skills
- Experience working in a project based or construction setting is desirable
- Proficiency in MS Office and experience using project management and internal systems
- Good communication and teamwork skills
- Ability to manage multiple priorities in a structured and fast paced environment

#### What We Offer

- Exposure to live construction projects from design through to completion
- Supportive working environment with opportunities to develop technical and project skills
- ISO certified Health & Safety systems, ensuring best practice standards
- Excellent company pension scheme
- 22 days annual leave
- Recognised as a Great Place to Work, reflecting our commitment to our people

#### Build your future with NorDan

If you are interested in this opportunity, please apply through this website or the link provided by submitting your CV and cover letter. We look forward to hearing from you.

- This vacancy is suitable for Remote/Blended working
- **Sector:** construction

#### Career Level

- Experienced [Non-Managerial]