



Glanua



#JOB-2444490



Multiple Locations



No of positions : 1



Paid Position



39 hours per week



Negotiable



23/04/2026



21/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@glanua.com



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



Construction - Design Co-Ordinator

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

Multiple Locations :

- Loughrea, Co. Galway,
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This role is for a design co-ordinator.

In this role you will actively promote and advocate the culture and ethos of Glanua and leverage on its unique solutions based and design focus to deliver innovative, sustainable and efficient design to the market.

You will support the successful delivery of construction and design projects by coordinating design information, managing documentation, monitoring design progress, and ensuring drawings and technical documents are reviewed, organised, updated, and shared across the project team and client in line with project requirements and governance procedures, while contributing to the coordination of design activities within a collaborative one-team culture.

Glanua is a progressive company that always seeks to develop its employees. When you demonstrate aptitude and interest in furthering your career within the organisation, training and promotion will always be available to you.

Main Duties and Responsibilities:

The main duties and responsibilities of the Design Coordinator are outlined as follows:

Work closely and collaboratively with all key stakeholders, including clients, client representatives and third-party agencies.

Promote a positive client and their representatives' experience by fostering an ethos of collaboration and cooperation.

Chair internal, client and third-party design meetings, ensuring that actions are recorded and closed out in a timely manner.

Liaise with the design manager and site team to prepare and organise design submissions

Organise weekly project co-ordination meetings with the site team, to track and monitor design outputs against design deliverables and project programme.

Manage project mark-up's, issues and reviews. Escalate any issues.

Review and collate documents and drawings for both internal governance and client acceptance through the gateway processes.

Liaise with the BIM co-ordination team and the design manager to ensure documents are named and stored in accordance with Glanua's quality control system.

Coordinate the development and updating of 3D models as construction progresses. Carry out regular reviews of the model. Liaise with the various stakeholders and disciplines to ensure the model is accurate and any changes are incorporated.

Co-ordinate the production of as-built drawings.

Co-ordination between the design certifier, assigned certifier and sub-contractors, to ensure the BCAR process is adhered to for buildings.

Ensure Health, Safety, Environmental & Sustainability standards, policies and procedures are incorporated into the proposed designs.

Undertake site visits as required to support project delivery.

Seek to improve the design delivery process by providing lessons learned feedback and innovative solutions for adoption on future projects.

- **Sector:** construction

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Computer Literacy
- **Competency Skills:** Collaboration, Decision Making, Flexibility, Initiative