



KEN AidAN CONTRACTORS LIMITED



#JOB-2449212



KEN AidAN LTD., Glann, Kilkelly, Co. Mayo,

F35 XV63



No of positions : 1



Paid Position



40 hours per week



Dependent On Experience



19/05/2026



16/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hr@kenaidan.ie



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



Admin Assistant (Construction)

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

Project Assistant (Construction)

Ready to build your career from the ground up?

We are looking for a sharp, organised, and motivated person to join our office team. If you enjoy making sure everything is in its right place and like seeing a project come to life, this is for you.

You won't just be "doing paperwork"—you'll be the engine that keeps our construction projects moving.

What you'll be doing:

- Connecting the dots: Emailing suppliers and subcontractors to get the best quotes for materials and services.
- Making sense of the data: Using Excel to create and manage spreadsheets that track our costs and progress.
- Telling the story: Compiling project reports that show exactly how the build is going.
- Keeping us on track: Ensuring all site documentation and safety records are organised and up to date.

Why you'll love it:

- Real-world impact: You'll see your work translate into real buildings and infrastructure.
- Fast-paced environment: No two days are the same, and the office is where the action happens.
- Growth: You'll learn the business side of construction—a skill set that is highly valued and in high demand.
- Opportunity: To learn new skills and full support in pursuing further education as an estimator, QS or PM

What we're looking for:

- A recent graduate – we will provide full training in the new role. An interest in business or construction helps.
- Someone tech-savvy and comfortable with Microsoft Excel, Word and Outlook.
- Great communication skills—you'll be talking to/emailing everyone from site managers to external suppliers.
- A "get it done" attitude.

Why Work with Kenaidan Contractors Ltd?

At Kenaidan, we don't just build structures; we build careers. We are a dynamic and modern general contracting and electrical company that has been a leader in the Irish construction industry since 2002.

When you join our team, you're joining a company that values:

- **Your Growth:** We are deeply committed to the professional development of our staff. Whether you are a student on placement or a fresh graduate, we provide real opportunities to gain hands-on experience and move up the career ladder.
- **A Supportive Culture:** Our team is known for being professional, supportive, and skilled. We pride ourselves on creating an enjoyable work environment where every employee shares in our collective success.
- **Excellence & Innovation:** We hold major ISO certifications in Quality, Environment, and Health & Safety, reflecting our commitment to doing things the right way for our people and our clients.
- **Stability:** With a strong financial base and a history of high-quality project delivery across Ireland, we offer long-term, stable work opportunities.

Your next chapter starts with an email. Send your CV to hr@kenaidan.ie today!

- **Sector:** construction

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy
- **Competency Skills:** Teamwork, Time Management, Working on own Initiative
- **Specialising In:** excel;word;outlook