



Glanua



#JOB-2451541



Ballincurragh, Co. Cork,



No of positions : 1



Paid Position



39 hours per week



Negotiable



17/07/2026



14/08/2026

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

The main knowledge, skills and experience required/desirable of the Design Coordinator are outlined as follows:

Previous experience in design coordination or a design-related role.

Knowledge of construction works.

Strong organisational skills.

Strong teamwork and communication skills.

Ability to manage multiple streams of design information

Proficient in MS Office.

Ability to meet tight deadlines.

Knowledge of ACC/BIM360 (advantage)

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.

Keep appraised of the latest standards and technology through continuous professional development (CPD).

Other duties as required from time to time.

- **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, Computer Literacy, Customer Service
- **Competency Skills:** Collaboration, Decision Making, Flexibility, Initiative
- **Specialising In:** proficient in ms office