



Company Details Confidential



#JOB-2457325

IBM IRELAND, Ibm Tech Campus,



Damastown Drive, Damastown Ind Pk, Dublin

15, D15 HN66



No of positions : 1



Paid Position



39 hours per week



37000.00-40000.00 Euro Annually



09/07/2026



06/08/2026

How to apply

Application Method :

Not available



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Project Support Coordinator – Client Experience

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

As a Project Support Coordinator, you will play a key role in supporting project execution, maintaining critical business systems and providing timely project information to internal and external stakeholders. Working closely with the Client Liaison, Site Services, Production and Quality teams, you will help ensure that project-related activities are accurately recorded, monitored and communicated throughout the project lifecycle.

What You'll Be Doing

- Coordinating and updating project information across the Supplier Portal, OSD, Payee Central and Procure
- Support the planning, setup and administration of projects within SAP and associated business systems.
- Maintaining a structured filing system for all project-related documentation
- Monitor project milestones, timelines and deliverables to support successful project execution.
- Assist in coordinating site activities and project-related operational requirements.
- Track project progress and ensure timely follow-up on actions, deadlines and outstanding requirements.
- Supporting the scheduling and coordination of site activities where required
- Tracking delivery schedules and performance and flagging opportunities to improve reporting

Data Management & Systems Administration

- Input, maintain and validate project data within SAP and internal tracking systems, ensuring data accuracy and integrity.
- Maintain structured electronic filing systems for project documentation, correspondence and records.
- Manage project records and documentation in accordance with company procedures and quality standards.
- Ensure information is accurately updated across multiple systems and platforms.

Reporting & Business Analytics

- Prepare dashboards, reports and performance summaries relating to project delivery, site services and operational activities.
- Analyse project and operational data to identify trends, generate performance insights and support management decision-making.
- Track delivery schedules, project performance metrics and operational KPIs.
- Identify opportunities to improve reporting efficiency, data quality and process effectiveness.
- Support the preparation of management reports, client updates and performance reviews.

Stakeholder Communication & Documentation

- Coordinate communication between Site Services, Production, Quality Assurance and Client Liaison teams.
- Prepare meeting agendas, minutes, action logs and project summaries from weekly project and site meetings.
- Maintain accurate records of communications, decisions and project updates.
- Support the preparation of documentation for client reviews, audits and compliance requirements.
- Liaise with stakeholders to obtain required documentation, delivery updates and project information.
- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]