



Company Details Confidential



#JOB-2458306



Navan, Co. Meath,



No of positions : 1



Paid Position



39 hours per week



Negotiable



15/07/2026



12/08/2026

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 - Quality Co-Ordinator - Navan

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 duties and responsibilities of the Quality Coordinator are outlined as follows:

Quality System Support

Support alignment with ISO 9001 and company quality standards

Track quality KPI's and assist in reporting on performance metrics

Support standardisation of quality processes, forms and documentation across projects and sites

Site Quality Coordination

Liaise with site teams, subcontractors, designers and clients on quality requirements

Support site inspections, audits and hold/witness point sign-off

ITP/ITR and BIM Coordination

Coordinate Inspection and Test Plans (ITPs) across all work packages, ensuring hold and witness points are scheduled and sequenced with site activities

Assess and track Inspection and Test Records (ITRs), ensuring evidence is raised, reviewed and closed out in line with the ITP

Support quality coordination within the BIM environment, including model status reviews, drawing issue sheets and quality-related information exchanges

Maintain ITP/ITR registers and ensure records are uploaded and version-controlled within the project

Common Data Environment (CDE)

Champion standardisation of ITP/ITR templates and quality documentation across projects and sites

Documentation and Record Control

Maintain quality documentation and ensure proper version control

Compile and track quality records for completeness and accuracy

Support the preparation of quality documentation from tender to site to handover

Ensure all quality documentation is stored and accessible on a cloud-based platform.

Non-Conformance Management

Log and track Non-Conformance Reports

Support the investigation and follow-up of NCRs to closure

Monitor corrective and preventative actions

Assist in trend analysis

Audit and Compliance Support

Assist in preparing for internal and external audits

Support the execution of site quality audits and inspections

Track audits and follow up on corrective actions

Ensure strict compliance with client technical specifications, contractual requirements and quality standards

Materials and Supplier Quality Coordination

Track material approvals and conformance against ITP requirements, ensuring correct documentation is in place

Assist with delivery documentation, material certification and inspection records

Support supplier and subcontractor quality documentation reviews

Stakeholder Communication

Participate in project meetings and provide updates on quality activities

Liaise with document control, design, engineering, BIM and site teams

Quality, Culture and Improvement

Promote awareness of quality requirements across the project team

Support quality training and toolbox talks

Identify areas for improvement in processes and documentation practices

Champion consistent, standardised quality processes across design and construction teams

Knowledge, Skills and Experience:

- **Sector:** construction

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** No Qualification

(Desirable)

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