



CBRE GWS



#JOB-2460751



Connaught House, 1 Burlington Road, Dublin
4, D04 C5Y6



No of positions : 1



Paid Position



40 hours per week



36000.00 Euro Annually



29/07/2026



26/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : people.gws.ireland@cbre.com



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



Contract Support/Business Analyst

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

PURPOSE OF THE JOB

To support the operations team in order to deliver an exceptional service to our clients.

MAIN DUTIES AND RESPONSIBILITIES

- 1 Raise Purchase Orders for suppliers to perform task/ works – containing high levels of detail and specific instructions
- 2 Contacting Sub Contractors/ Suppliers to negotiate quotations for materials, service delivery and various spend items.
- 3 Generating sales invoices for monthly fixed values and variable works.
- 4 Process Supplier Invoices for payment, ensuring that all invoices received are accurate and conform to CBRE's invoice requirements.
- 5 Responsibility for the helpdesk system and assign tasks to the contract engineers.
- 6 Assist the management team in rostering staff, scheduling cover for absence/ sickness, recording annual leave etc.
- 7 Assisting the Contract Manager in ensuring compliance with Health & Safety requirements, including H&S reporting (e.g. Hazard Reporting & Toolbox Talks) and promoting a safe working environment.
- 8 Assist the management team in scheduling staff training and maintaining staff records.
- 9 Deal with all Sub Contractor/ Supplier queries – Ensure any issues are dealt with in a timely manner
- 10 Process Engineers Timesheets on weekly basis
- 11 Process Engineers Expenses on a weekly basis
- 12 Deal directly with various suppliers regarding the ordering of staff uniforms, Personal Protection Equipment, IT equipment etc.
- 13 Ability to build strong relationships with existing team members, the customer, suppliers and head office staff.

14 Understand procedures and processes and operate them to the required standard. Examples of these are:

- a) Ensuring compliance to CBRE policies and procedures.
- b) Ensuring that sales invoices are raised in a correct and timely manner.
- c) Ensuring that Extra Works jobs are raised, billed and closed in a timely manner at the correct gross margin.
- d) Raising purchase orders in line with company requirements.
- e) Assist the Contract Manager with all financial aspects of the contract e.g. Debt
- f) Understanding the Key Stakeholders and their requirements
- g) Assist in the Management of the asset management systems

15 Achieve results within quality & time restraints.

16 Perform with an understanding of business requirements and changes, and ensuring continuous improvement.

17 Actively participate in a diverse and effective team.

18 Convey messages and ideas clearly and openly. Involve people and influence decisions.

- **Sector:** real estate activities

Career Level

- Experienced [Non-Managerial]