



Glanua



#JOB-2460824



Ballincollig, Co. Cork,



No of positions : 1



Paid Position



39 hours per week



Competitive



30/07/2026



27/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : futurebuilding@welfare.ie



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



Construction - Project Administrator

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 Administrator, you will play a crucial role in supporting the successful delivery of water and wastewater infrastructure projects. You will act as a key point of contact for internal teams and external stakeholders, ensuring smooth coordination of project activities, efficient communication, and comprehensive documentation management.

This role requires strong organisational skills, attention to detail, and the ability to manage competing priorities in a fast-paced environment.

Main Duties and Responsibilities:

- Support procurement activities by raising and tracking purchase requisitions (PRs) using SAP and liaising with suppliers as needed.

- Ensure accuracy of PO data with QS/Site Team prior to PR submission. Essential to relieve issue on the end user side.

- Monitor approval workflow in SAP and follow up for pending approvals

- Enter data, process procurement transactions (purchase requisitions, goods receipts, invoices)

- Ensure uploading of all delivery dockets by site team to correct location on ACC.

- Flag and resolve invoice discrepancies (Blocked invoices)

- Flag and resolve invoice discrepancies (Parked invoices)

- Maintain full document traceability (POs, GRNs, invoices: Registers to be compiled and located on ACC)

- Track open PO's/delivery delays and supplier performance. Notify site team of any issues in this regard.

- Support Accounts Payable in releasing vendor payments

- Support process improvement initiatives

- Download invoices for QS team as per required

- Provide administrative support to operational and site support teams including calendar coordination and meeting logistics.

- Handle confidential administrative tasks with discretion and professionalism.

- Filing and document control

Drive continuous improvement by identifying opportunities for process optimisation and cost savings related to facilities and operations.

Site Office Management

Assist with quality documentation collation, uploading and reporting

Assist with health and safety administration

Complete timesheets and daily allocation sheets

Provide administrative support to the project delivery teams

Knowledge, Skills and Experience:

Essential:

Proven experience in a project coordination or administrative support role, ideally within construction, utilities, engineering, or infrastructure sectors.

Strong organisational and multitasking abilities, with excellent attention to detail.

Proficiency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint), SharePoint, and document control systems.

Strong written and verbal communication skills.

Ability to work independently and as part of a multidisciplinary team.

Ability to handle sensitive and confidential information appropriately.

Desirable:

Previous experience supporting engineering or capital project teams in a regulated environment (e.g., water/wastewater, utilities).

Although ideally the vacancy is a full-time role consideration will be given to flexible hours and a minimum of three days.

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