



Company Details Confidential



#JOB-2463754



SOS GROUP, Unit 62A, Heather Road,
Sandyford Business Park, Dublin 18, D18
CA37



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



12/08/2026



09/09/2026

How to apply

Application Method :

Not available



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Building Services Coordinator

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

Milgan & Dilgan Limited T/A SOS Group is seeking a Building Services Coordinator to join the team

Main Duties

- Coordinate planned and reactive building maintenance and service activities.
- Liaise with clients, contractors, suppliers and internal teams to ensure works are completed efficiently and on schedule.
- Monitor ongoing works, maintenance requests and service schedules.
- Coordinate contractors and resources required for building service activities.
- Maintain service records and prepare operational and progress reports.
- Monitor service quality and support improvements in building and maintenance operations.

Requirements

- Relevant qualification and previous experience in operations, project or building services coordination.
- Experience coordinating contractors, suppliers and operational activities.
- Good organisational, communication and problem-solving skills.
- Good IT and reporting skills.

Contract: Full-time, 24 months

Hours: 39 hours per week

Salary: €36,605 per year / €18.05 per hour

Apply Via Email to info@sosgroup.ie

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]