



Company Details Confidential



#JOB-2466782



HOISTECH LIMITD, Unit 11, Crag Crescent,
Clondalkin Ind Est, Dublin 22, D22 YY48



No of positions : 1



Paid Position



39.5 hours per week



36000.00-38000.00 Euro Annually



01/09/2026



29/09/2026

How to apply

Application Method :

Not available



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Commercial Project Support

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

We are seeking a proactive and commercially minded Project Support professional to join the Hoistech Projects team. This role provides essential support to the commercial team throughout the sales and pre-construction process, helping scope, price and secure projects.

Working closely with the Commercial Manager, Commercial Lead, suppliers and clients, you will assist in preparing quotations, coordinating technical information, sourcing pricing and ensuring submissions are accurate, competitive and delivered on time.

This role is ideal for someone looking to develop a career in commercial , estimating or project management within the engineering/manufacturing industry.

KEY RESPONSIBILITIES

- Support the commercial team in preparing quotations and tender submissions.
- Assist with reviewing customer enquiries, drawings and specifications to define project scope.
- Obtain supplier and subcontractor quotations and compare costs.
- Prepare cost estimates, pricing schedules and quotation documentation.
- Liaise with engineering, operations and service teams to ensure pricing reflects delivery requirements.
- Track quotation progress and maintain a pipeline of commercial opportunities.
- Follow up with customers on submitted quotations and tender opportunities.
- Support negotiations by providing updated pricing and commercial information.
- Maintain accurate records of enquiries, quotations and project documentation.
- Identify value engineering opportunities and cost-saving solutions.
- Assist in project team in smooth transition from commercial to operations
- Produce reports on quotation activity and conversion rates.

REQUIREMENTS

- Excellent organisational and administrative skills.
- Strong numerical ability and attention to detail.

- Confident communicator.
- Good Microsoft Excel and Office skills.
- Ability to interpret technical information and drawings.
- Strong analytical and problem-solving skills.
- Ability to manage multiple deadlines.
- Commercial awareness and interest in construction or engineering.

DESIRABLE (NOT ESSENTIAL)

- Experience in estimating, or commercial administration.
- Construction or engineering experience.
- Knowledge of pricing processes.
- Familiarity with ERP/CRM or software.
- Understanding of lifting equipment projects.
- **Sector:** construction

Career Level

- Entry Level