



ROCHE PRODUCTS (IRELAND) LIMITED



#JOB-2468263



3030 Lake Drive, Citywest Business Campus,
Dublin 24, Co. Dublin, D24 KX6Y



No of positions : 1



Paid Position



35 hours per week



30770.00-57150.00 Euro Annually



09/09/2026



07/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

https://roche.wd3.myworkdayjobs.com/roche-ext/job/Dublin/Business-Services-Coordinator_202608-121454



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



Business 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

You will ensure operational excellence by delivering seamless front-of-house management, comprehensive executive support, and efficient facility and procurement services. This central liaison role maintains rigorous compliance and process consistency, empowering leadership and cross-functional teams to achieve their business objectives. You work will include the following:

Validating employee expenses via Concur, both credit card and cash expenses – checking coding, mileage claims, etc.

Managing and optimising the General Manager's complex calendar, prioritising sensitive and time-critical meetings

Coordinating logistics for senior-level meetings, board meetings and Town Halls

Managing front-of-house office operations, acting as the primary point of contact for all site visitors to ensure a professional workplace experience and executive-level standards

Acting as the first point of contact for incoming inquiries, directing calls and correspondence to appropriate teams to maintain efficient cross-functional workflows

Liaising with RDT (Roche Digital Technologies), P&C (People & Culture), Finance and other teams to coordinate and support day-to-day business operations

Maintain the Finance & Business Operations intranet page and update information in consultation with relevant stakeholders

Supporting the Procurement Manager with supplier selection, including Requests for PO, tender processes and the subsequent management of appointed suppliers

Maintaining procurement contracts, raising purchase orders as required and managing preferred-supplier lists

Supporting the Procurement Manager in sourcing Company cars and maintain comprehensive documentation for the Company car fleet

Supporting the day-to-day operation of facilities and coordinating related vendor and contractor activities

Providing support to the Disease Area Squads to include;

Organising events ranging from conferences to product launches, including vendor coordination

Supporting stakeholder and customer engagement activities as directed by the Squad Lead

Tracking and reporting on work-package progress

Creating templates and processes to support standardisation across squads

Supporting the consistent use of mandatory tools, including Techsuite

Arranging meetings and planning sessions, including Reviews, Retrospectives, Planning and Connect sessions

Sharing best practices with colleagues supporting other squads

Essential Qualifications:

The ideal candidate will ideally be educated to diploma or degree level and have 3-5 years experience in a similar role.

In this role you require a broad set of skills in communication, interpersonal relationships, managing a diverse workload and an ability to manage your time effectively. Comfortable working both as a part of a team as well as on your own initiative, you will have proven organisational capability & high levels of personal effectiveness. You are experienced working across the MS Windows and Google platforms.

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

Career Level

- Experienced [Non-Managerial]