



Economy Property Management Ltd



#JOB-2469860



20 Harcourt Street, Dublin , D02 H364



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



14/09/2026



12/10/2026

How to apply

Application Method :

Not available



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online



Facilities 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

EPM Ireland, located at 20 Harcourt Street, Dublin 2, is seeking to recruit a Facilities Coordinator to support the planning, coordination and continuous improvement of facilities management operations across client locations. The successful candidate will be responsible for coordinating projects, monitoring operational performance, analysing business and service data, managing supplier relationships, and identifying opportunities to improve efficiency, compliance, and cost-effectiveness.

The team will work together, developing common systems and processes standardised on best practices and ensuring that regulations and procedures are adhered to.

Key Responsibilities:

Coordinate facilities management activities and support service delivery across multiple sites.

Monitor day-to-day operational performance and ensure that services are delivered in accordance with company standards and client requirements.

Analyse operational and business data to identify trends, recurring issues, performance gaps, and opportunities for cost savings.

Prepare management reports, dashboards, KPIs, and performance analyses to support decision-making.

Review work methods, systems, and operational procedures, providing recommendations to improve efficiency and reduce costs.

Coordinate facilities and business improvement projects, monitoring progress against agreed timelines and objectives.

Liaise with clients, contractors, suppliers, and internal stakeholders to ensure effective communication and service delivery.

Develop and maintain strong working relationships with business partners and stakeholders, providing accurate and timely support.

Monitor supplier performance and assist with supplier selection, prequalification, contract

administration, and procurement activities.

Raise purchase orders and support purchasing processes in line with operational requirements and budget controls.

Assist in budget administration, expenditure tracking, invoice processing, and cost management activities.

Investigate operational issues and propose practical solutions to improve service quality and operational effectiveness.

Monitor project and service delivery quality using agreed performance frameworks and reporting tools.

Maintain accurate operational records, reports, contracts, and compliance documentation.

Support compliance with company policies, regulatory requirements, and Health & Safety standards.

Assist senior management in implementing operational objectives and continuous improvement initiatives.

Requirements:

Relevant experience in facilities coordination, business operations or a similar role.

Strong analytical skills with the ability to interpret operational and business data.

Excellent organisational and time-management skills.

Strong communication and stakeholder management abilities.

Knowledge of procurement processes, supplier management, and contract administration.

Ability to identify process improvements and recommend cost-effective solutions.

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

Career Level

- Managerial