



Milgan & Dilgan t/a SOS Group



#JOB-2473105



SOS GROUP, Unit 62A, Heather Road,
Sandyford Bus Pk, Dublin 18, D18 CA37



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



02/10/2026



30/10/2026

How to apply

Application Method :

Not available



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Service Operations Project 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

We are seeking a Service Operations Project Coordinator to support the planning and coordination of operational projects and service activities across the company.

Main Duties

Coordinate operational projects from planning through completion.

Organise project activities, timelines and required resources.

Liaise with internal teams and external service providers to support project delivery.

Monitor project progress and identify operational issues or delays.

Prepare project updates and operational reports for management.

Assist in reviewing work processes and identifying opportunities to improve efficiency.

Coordinate multiple operational activities across different client locations.

Support the implementation of new operational procedures and service improvements.

Candidate Requirements

Minimum 2 years' experience in operations, project coordination, business management or a related field.

Strong organisational and problem-solving skills.

Experience coordinating teams, activities or service delivery.

Strong communication and report-writing skills.

Ability to manage multiple priorities and deadlines.

Hours: 39 hours per week

Salary: €36,605 per annum

Career Level: Experienced [Non-Managerial]

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

Career Level

- Experienced [Non-Managerial]