

# Bid Coordinator and PA | Dublin.



*Bid Coordinator/PA*

*Leading Contractor*

*Dublin*

*Excellent Package  
+Benefits*

*Apply In Confidence Today*

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## Bid Coordinator and PA | Dublin

- One of Ireland's Top Construction Companies with significant annual turnover.
- Large prestigious Residential / Building projects
- Excellent package with heaps of additional benefits and opportunities for career progression

Oradeo Recruitment is seeking interest in a **Bid Coordinator and PA** to work for one of Ireland's Top Construction Companies on some large prestigious Residential projects on a permanent basis.

As a **Bid Coordinator and PA** coming from a residential or building services background you will join this highly successful building contractor. You will play a key role in supporting the engineering department and in return you will receive professional and personal development opportunities to help you become a future leader within the organisation.

### Duties & Responsibilities:

- Preparation, issuing & submissions of prequalification tenders

- Production of graphics for submissions e.g. diagrams, organisation charts etc
- You will support the Business Development/Engineering Team in the production of PQQ and tender submissions
- Maintain the photo library and catalogue all submission content for future use
- Preparation and Timely delivery of O&M's
- Development of Design and Commissioning Procedures
- Ensure procedures are implemented and adhered to within the engineering department
- Office based document control on major Electrical projects
- General administration and adhoc duties
- General PA duties

### **Necessary Requirements:**

- Ideally the Candidates will possess a **3rd level qualification** or come from a **Building or Residential** background
- 2+ years relevant experience in a similar busy environment
- Excellent document presentation and formatting skills
- Required experience working on large documents / publications with large volumes of information
- Ability to take ownership of deliverables and tasks required to complete them
- Possess good Computer & IT skills
- A good understanding of MS office package

**For more information about this Bid Coordinator/PA opportunity or other Document Controller/Site Administrator/PA roles please contact Eavan McCallig confidentially on +353 1 687 7188/+353 86 385 1651 or apply in confidence.**

**About Oradeo**– Oradeo Recruitment are specialists in the construction & engineering sector. We are a leading service provider in Ireland, UK and Europe for professional recruitment services (Senior Quantity Surveyors, Quantity Surveyors, Contract Surveyors, Contracts Managers, Commercial Manager, Site Engineer, Senior Engineer, Project Managers, Document Control/Site Administrators etc.) and the provision of managed labour in Construction & Civil Engineering, Oil & Gas, Mechanical & Electrical, Warehousing and Logistics and Industry