Design Coordinator | Tier One Contractor | Dublin, Ireland

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- Design Coordinator opportunity with a leading international construction contractor.
- Involvement in the coordination and management of design information across major construction projects.
- Permanent position offering a company vehicle or travel allowance, pension and an attractive benefits package.

Oradeo Recruitment is seeking an experienced Design Coordinator for a leading construction contractor based in Dublin. The successful candidate will play a key role in coordinating architectural and engineering information, managing technical submittals and procurement schedules, and working closely with site teams, design consultants and subcontractors to support the successful delivery of projects.

Design Coordinator Responsibilities:

- In conjunction with the site team, manage the setting out of the project, with particular emphasis on the coordination of architectural and engineering information.
- Coordinate utilities and services between Mechanical and Electrical Engineers and the various utility providers.
- Work alongside the Project Manager / Site Manager to prepare and maintain the project Information Schedule.
- Issue information requirements to the relevant architects and engineers in accordance with the contract programme.
- Regularly monitor the Information Schedule, advising the Project Manager / Site Manager of progress and any issues arising.
- Coordinate and manage the technical submittal process for all elements

and components required to construct the project.
- Prepare and maintain a technical submittal tracking system to monitor the status of submissions and approvals in line with the contract programme.
- Monitor technical submittals and advise the Project Manager of progress and any outstanding issues.
- Prepare and maintain procurement tracking schedules based on approved technical submittals and cost approvals, in line with the contract programme.
- Respond promptly to queries raised throughout the contract and ensure all queries are accurately recorded and managed.

Necessary Skills & Requirements:

- Minimum of 3 years' industry experience working in a Design Coordinator / Design Manager role.
- Experience working on Commercial, Residential, Data Centre or Industrial projects.
- Relevant third-level qualification in Engineering or Architecture.
- Experience with AutoCAD.
- Experience with Revit / BIM.
- Experience with Navisworks.
- Experience using document control systems.
- Previous experience coordinating with architects, Mechanical and Electrical Engineers, utility providers and site teams.
- Previous main contractor experience is desirable.
- Excellent attention to detail, organisational and planning skills.
- Ability to self-manage, prioritise workloads and work to tight deadlines.
- Strong communication skills, with the ability to liaise effectively with colleagues, project teams and clients.

Benefits:

- Competitive salary.
- Company vehicle or travel allowance.
- Relocation allowance, where applicable.
- Company laptop and mobile phone.
- Life insurance and income protection.
- Continuous Professional Development (CPD).
- Access to lifestyle benefits, including Bike to Work scheme, Employee Assistance Programme and Sports & Social Club.

For more information about this Design Coordinator position or other senior

construction & engineering opportunities, contact Oradeo Recruitment confidentially on +353 16877188 or email recruitment@oradeo.com

About Oradeo – Oradeo Recruitment are specialists in the construction & engineering sector. We are a leading service provider in Ireland, the UK, and Europe for professional recruitment services and managed labour across Construction & Civil Engineering, Data Centres, Mechanical & Electrical, Life Sciences, and Renewable Energies sectors.