



> PROGRESSIVE ENGINEERING

# Technical Office Administrator

DUBLIN

FULL-TIME / PART TIME

WITH FLEXIBLE  
WORKING  
ARRANGEMENTS

## EDC KEY STATS

- > Founded in 2003
- > 70 Staff and growing
- > Offices in Dublin, Cork, Mid-West, London and Istanbul

## SECTORS WE WORK IN

- > Residential
- > Student Accommodation
- > Commercial
- > Hotels & Leisure
- > Healthcare
- > Energy
- > Education
- > Pharmaceutical

## LOCATION

DUBLIN

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# Are you looking for a new opportunity to develop your career?

**Make a difference – Shape not only your future, but the environment around you.**

We aim to provide a work environment where you can unleash your creativity, innovation and skills while doing what you

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## ABOUT US

EDC was established in 2003 and thanks to our quality-driven approach to engineering and early-adopter ethos we have grown during a period when most companies in this sector have struggled. We have continued to increase our workload and deliver quality, innovative engineering.

As pioneers in the design of low-energy, high-performance buildings and systems, EDC fully supports the importance placed on sustainability and welcomes the challenges this presents. We are first BIM Level 2 Certified Consultancy in the UK and Ireland and deliver projects from our three offices in Ireland – Cork, Mid-West & Dublin and our UK office based in London and our new office in Istanbul. EDC has also seen significant recent expansion overseas in the African Market.

## OUR MISSION

At EDC, our mission is to be progressive for our clients and our employees. We embrace innovation to drive efficiency in construction by leading the way. We cultivate an open, dynamic internal culture where good people and good ideas will always be heard.

EDC is a truly progressive consulting engineering firm. We are industry innovators, striving to deliver the most striking and dynamic work possible for our clients. EDC is recognised throughout the industry as being at the forefront of sustainable design and as a consultancy, it is a way of thinking that we promote and encourage across all design teams.



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## THE ROLE & RESPONSIBILITIES

For this role, it would be suitable that you will be a hands-on, and focused person who can uphold EDC's approach to quality-driven success. You will need to have previous experience in Administration / Technical Support in an Professional Services Consultancy and will be a competent user of Microsoft Word, Excel and Quality Systems for design delivery teams; familiarity with ISO standards 9001:2005 will be advantageous.

If you can show initiative and have the qualities above, you can pave your way to a successful career with EDC.

## EDUCATION & EXPERIENCE

- Ideally, you will have at least 3-5 years of prior experience in an Engineering / Design Office environment and be highly proficient in the use of MS Office.
- Excellent communication skills, a good telephone manner, and strong computer skills and be willing to work with others.
- Preferably you should have experience in Document Control, Project Administration, Bid submissions and Quality systems for design delivery teams working in the Construction / Engineering Industry.
- Ability to consistently meet multiple and often conflicting deadlines as well as demonstrating initiative
- Self-motivated, continually seeking to improve the overall running of the office.
- Familiarity of ISO standards 9001:2015 would be advantageous.
- Flexible and adaptable, is happy to work on a wide variety of tasks, focusing their attention on priority items.

## RESPONSIBILITIES

- The role of a Technical Office Administrator is to collate, edit, upload, and distribute items to the necessary personnel and ensure they are accessible throughout the lifecycle of the project. On a project the technical admin support is primarily responsible for the following:
- Support the Management and Engineers with all technical administration required for projects
- General office management duties including support of various communication channels
- BID Management and preparation
- Work with delivery managers/project managers to plan deliverables submissions, and upload drawings and documents onto electronic document management systems
- Maintenance of controlled document registers and associated documentation
- Collating all necessary documents for projects
- Issuing out tender packages and public tenders
- Distributing documentation relating to project progress to clients and stakeholders
- Assist Management with ISO Audits
- Assisting with Routine IT Tasks and Document control



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## EMAIL

[recruitment@edcengineers.com](mailto:recruitment@edcengineers.com)

## WEBSITE

[www.edcengineers.com](http://www.edcengineers.com)

## LOCATION

DUBLIN

## PHONE

021 4280476

## BENEFITS

- Competitive Salary depending on experience
- Flexitime if preferred
- Performance based Annual Bonus Payment
- Pension Scheme (after two years' service )
- Wellbeing Allowance & Staff Social Nights
- Performance & Development Management
- Full access to Linked in Learning & EDC's Tech Database
- 1 extra week's paid leave on reaching 5<sup>th</sup> Anniversary

Whilst working with EDC you will feel like part of a family – you will have every opportunity to get stuck in and make an impact immediately. We offer a competitive remuneration package with friendly, flexible working policies. We empower our employees, encourage them to be the best that they can be and reward success. Career advancement and professional development is core to how we work and reward our people.



## OUR HIRING PROCESS

We know you live a busy life and so, we have adopted a hiring process that is targeted and streamlined.

### APPLY – REVIEW – INTERVIEW – OFFER - ONBOARDING

**Apply:** Find an open role that interests you with EDC via one of our recruitment channels.

**Review:** Applications are read by real engineering managers who are both experts in interpreting resumes and are familiar with all EDC's jobs within a talent segment—not just the one you applied for.

**Interview:** We use a competencies-based interviewing process that is intended to help us minimize unconscious bias while also making sure we hire people who will thrive within EDC.

**Offer:** We ensure we come back as quickly as possible with regards to whether you will be made an offer. If you verbally accept, we will send through an official written offer and begin the onboarding process.