



> 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

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

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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Due to our company growth, we have a new role available in our Dublin Office for a Technical Administrator to join the team. As the Technical Administrator, you will be responsible for the technical administrative support required for the engineering projects.

The role would suit someone who has had previous experience as a senior administrator or technical administrator and ideally have had some experience working in the construction/engineering sector.

EDUCATION & EXPERIENCE

- 3-5 years of experience in a Senior Administrator or Technical Administration role.
- A high standard of IT literacy and proficiency in Microsoft Office tools.
- Excellent communication skills and ability to work collaboratively.
- Experience in document control, project administration, bid submissions and quality systems for design delivery teams working in the Construction / Engineering Industry preferable.
- 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 is advantageous.
- Flexible and adaptable, is happy to work on a wide variety of tasks, and ability to prioritise.

RESPONSIBILITIES

- Collate, edit, upload, and distribute items to the necessary personnel and ensure they are accessible throughout the lifecycle of the project.
- Support the Management and Engineers with all technical administration required for project delivery.
- General office management duties.
- 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

WEBSITE

www.edcengineers.com

LOCATION

DUBLIN

PHONE

021 4280476

BENEFITS

- Competitive salary and annual bonus.
- Performance based Annual Bonus Payment
- Pension Scheme (after two years' service)
- Wellbeing Programme and Annual 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 5th 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.



WHAT DOES THE HIRING PROCESS LOOK LIKE?

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.