

JOB TITLE: GRADUATE PROPERTY SERVICES COORDINATOR

RESPONSIBLE TO: SENIOR PROPERTY SERVICES COORDINATOR

LOCATION: DUBLIN OR DUNDALK

CONTRACT: FULL TIME/ FIXED TERM – 37 HOURS PER WEEK / 24 MONTHS

JOB SUMMARY

The Property Services Department is responsible for the maintenance and upkeep of Tuath's housing stock along with assisting our Development colleagues in the delivery of new properties. The role involves dealing with various building surveying duties in the Property Services Department along with support to other internal departments and regional offices.

The Graduate position involves the support, guidance and supervision from the property services team along with the establishment of a buddy system.

KEY RESPONSIBILITIES

1. To undertake a range of building surveying duties such as property inspections, defect analysis, stock condition surveys, contract management, fire safety assessments and energy management programmes.
2. Assisting in the inspection of works and providing feedback.
3. Preparing reports on property related matters where required. Final reports to be reviewed by a PSCO (Property Services Coordinator).
4. Assisting with the preparation of schedules of works and tender packages.
5. Assisting in the management of maintenance, repair and servicing contracts.
6. Assisting in the management of planned and cyclical works contracts.
7. Appointing Contractors and Professionals following Tuath's procurement guidelines.

ESSENTIAL REQUIREMENTS

1. Attention to detail and ability to carry out work to a high standard.
2. Ability to work with people in an effective manner and manage relationships with a range of stakeholders.
3. Organisation skills and ability to manage a varied workload.
4. Strong communication and interpersonal skills.
5. High motivation level and a high degree of initiative, flexibility and creativity.
6. Full driving licence.
7. Strong commitment to teamwork and ability to work on own initiative.
8. Full working rights in Ireland.

This job description is not definitive or restrictive and will be subject to period review as deemed necessary and / or in light of job-related developments.