

**Location:** Dublin  
**Contract:** Full Time

### Description

Founded in 1998, KSNPM is an independently owned company working as part of the KSN family. Our continued growth over the past 20 years means KSNPM is recognised as Ireland's leading project management practice, with our proven ability to anticipate and successfully resolve problems.

KSNPM boast a team of highly skilled and motivated professionals. We provide comprehensive tailored advice throughout the pre- and post-construction building life-cycle through close personal involvement with our clients. KSNPM are seeking a skilled Marketing Graduate to provide assistance within a busy team supporting a growing project management practice in Dublin's Clonskeagh.

### The key duties will include but not limited to the following:

The role will include but is not limited to the following tasks:

- Support with creating content for social media platforms
- Updating company content on website
- Creating content calendar
- Organising company photographs for various events
- Contacting various clients for project information/ permission
- Organising internal and external events
- Creating quarterly newsletters
- Helping create submissions for various Awards
- Communicating with members of staff for information
- Organising staff Professional Body Memberships
- Supporting the Bid/ Tender Team with all submissions
- Creating company brochures
- Creating/Updating CVs for all staff members

Other duties may include

- Opening incoming post and date stamping.
- Logging, labels, and franking of outgoing post.
- Photocopying, filing, shredding, and archiving documents.
- General filing for teams / Directors.
- Placing maintenance calls for all office equipment.
- Preparing tea, coffee, etc. for meetings and maintaining meeting rooms.
- Reception cover.
- Data Entry – entering time-sheets onto database.
- Typing up phone/ work logs.
- Typing meeting minutes / other documentation for Directors/ staff.
- Answering office phone and taking messages.
- Creating excel tracking spreadsheets.
- Printing & binding documentation for Directors/staff.
- Booking internal / external meeting rooms.
- Managing of internal & external documentation software's.
- Formatting documents (Word, PowerPoint & Excel)
- The candidates we are looking for should have:
- Excellent verbal and written communication skills.
- Excellent written English.
- Excellent organisational skills.
- Very strong MS office skills, incl. Adv Excel, Word, PPT and PDF editing.
- Strong attention to detail.
- Knowledge of the construction market is advantageous but not essential.

### The candidates we are looking for should have:

- Marketing qualification
- Excellent verbal and written communication skills.
- Excellent written English
- Excellent organisational skills
- Very strong MS office skills, Specifically, advanced Excel, Word, PowerPoint and PDF editing
- Strong attention to detail
- Knowledge of the construction market is advantageous but not essential

Interested candidates are invited to share an up-to-date CV and cover note for the above positions.

Email [hr@ksnpm.ie](mailto:hr@ksnpm.ie)