

Role Specification

<u>Job title</u>	Project Assistant	Ref. 270
<u>Grade</u>	10	
<u>Unit</u>	Apprenticeship and Work-based Learning Unit	
<u>Reporting to</u>	Project Officer/Line Manager	

Role Summary

To assist in the Unit's operational and administrative functions and contribute in a positive manner to the work of the Unit

Key Tasks and Responsibilities

1. Supervise the work of clerical staff, where appropriate
2. Assist in the development and implementation of procedures for the Unit
3. Engage and support assigned project objectives and goals
4. Prepare weekly/monthly/quarterly reports and other Management Information requests
5. Provide Apprenticeship statistics from the Management Information System (MIS)
6. Provide administration support at meetings
7. Process purchase orders and payments relating to services and products
8. Provide a high level of customer service to stakeholders
9. Manage operational schedules/deadlines
10. Support the requirements of stakeholders and follow-up on queries
11. Represent the Unit in a professional manner at meetings
12. Keep up to date with the latest technologies and developments
13. Undertake other duties as required by management from time to time

Requirements

Essential

- Has a clear understanding of the role
- Driven to ensure that tasks are completed to a high standard
- Flexible and innovative approach to work
- Proven track record in a busy working environment
- Excellent administration experience
- Problem-solving abilities
- Ability to plan, organise, monitor assigned tasks and meet deadlines
- Ability to play an active role in a team
- Excellent communication skills
- Able to represent Unit at meetings/workshops etc.
- Report-writing experience
- Enthusiastic, discreet, respects confidentiality, conscientious, honest and trustworthy
- NFQ Level 5 or above
- Excellent working knowledge of Microsoft Office suite

Desirable

- Proven self-development efforts
- Strives to find the best solutions to achieve objectives
- Displays an understanding of project management
- Stakeholder engagement experience
- Quality assurance experience
- Some knowledge of key SOLAS systems
- Has pursued, or is pursuing, qualifications in relevant areas