

### **Role Specification**

<b>Title:</b>	Project Assistant
<b>Grade:</b>	10
<b>Unit:</b>	FETOPS Unit (FET Operational Planning Support)
<b>Reporting to:</b>	Manager

### **Role Summary**

SOLAS is seeking to recruit a Project Assistant to join our FET Operational Planning Support Unit. This role will be to assist and support the development, maintenance and support of systems and processes relating to operational and administrative functions of the unit.

### **Key Tasks/Responsibilities**

- Assist in the development and implementation of processes for the unit.
- Assist with assigned project objectives and goals.
- Generate and prepare reports in regard to work of the Unit, as required from time to time.
- Administer and process payments.
- Ensure a high level of customer service is maintained in the unit.
- Support the work of management team within the unit.
- Co-ordinate operational schedules and tracking systems
- Support the requirements of stakeholders and the operations of the unit.
- Represent the Unit in a professional manner at meetings.
- Prepare responses to queries, PQs, etc.
- Prepare and review funding letters, presentations and documents, etc.
- Support the monitoring/tracking work items against completion timelines.
- Use resources effectively.
- Keep up-to-date with the latest technologies and developments.
- Ensure that the assets and reputation of the organisation are properly protected.
- Perform such other duties as assigned by management from time to time.

## **Requirements**

### **Essential**

- Good communication skills - verbal and written.
- Competency in the use of Microsoft office in particular Excel and Word.
- 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.
- Problem-solving abilities.
- Ability to plan, organise, monitor assigned tasks and meet deadlines.
- Ability to learn from and apply feedback.
- Ability to take initiative and seek efficiencies in day-to-day work.
- Ability to play an active role in a team.
- Experience of drafting responses to queries, etc.
- NFQ Level 5 or higher

### **Desirable**

- Some knowledge of SOLAS ICT systems.
- Knowledge of FET sector.
- Displays an understanding of project management.
- Evidence of continuing professional development.