

Role Specification

Title:	Project Assistant
Grade:	10
Unit:	Enterprise, Employees and Skills
Reporting to:	Manager/Director - Enterprise, Employees and Skills
Ref No:	586

Role Summary:

SOLAS is seeking to recruit a Project Assistant to join our Enterprise, Employees and Skills unit. The role will be to support the Director in diary management, scheduling meetings and administration support and to support the Enterprise Employee and Skills unit's operational and administrative functions in a positive manner.

Key Tasks/Responsibilities:

- Support the work of senior management within the unit.
- Assist in the development and implementation of procedures for the unit.
- Engage in and support assigned project objectives and goals of the unit.
- Organise and maintain financial data and other documentation relevant to the unit.
- Monitor and track the status of work in progress against completion deadlines.
- Providing administrative support through all aspects of the procurement and payments processes.
- Assist the development formatting and editing of unit documents including word and power point presentations.
- Desktop Publishing support including Adobe Acrobat editing.
- Assisting in coordinating project design and development work within the unit.
- Maintain records and a file management system.
- Respond to the queries of stakeholders, ensuring a high level of stakeholder focus and customer service is maintained in the unit.
- Liaise with a wide range of stakeholders to provide information, arrange meetings, ensure follow-up.
- Represent the unit in a professional manner at meetings and take minutes.
- Keep up to date with the latest technologies and development.
- Undertake other duties as required/assigned to by management from time to time.

Requirements

Essential:

- Minimum two years' experience in an administrative support project role to plan, organise, monitor assigned tasks and meet deadlines.
- Minimum two years' experience of working with Microsoft Office Suite.
- Minimum two years' experience in procurement and managing procurement file management systems.
- Demonstrates a high standard of professionalism in their approach to confidential information.
- Strives to find the best solutions to achieve objectives.
- Good project management experience.
- Stakeholder engagement experience.
- Excellent verbal and written communication skills.
- QQI/FETAC/HETAC Level 5 or above.

Desirable:

- Evidence of continuing professional development.