

Role Specification

Title:	Project Assistant
Grade:	10
Unit:	Enterprise, Employees and Skills
Reporting to:	Manager/ Director, Enterprise, Employees and Skills

Role Summary

To assist and support the Unit's operational and administrative functions and contribute in a positive manner to the work of the Enterprise, Employee and Skills unit, in particular to support the Division's executive Director and Director.

Key Tasks/ Responsibilities

- Assist in the development and implementation of procedures for the Unit.
- Support the work of senior management within the unit.
- Engage in and support assigned project objectives and goals of the Unit.
- Support the promotional work of the unit.

Organise and maintain financial and other documentation.

- 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 co-ordinating 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.

Key Tasks/Responsibilities (cont'd)

- 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:

- Has a clear understanding of the role
- Is professional in their approach to confidential information
- 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
- Experience and aptitude for procurement and managing procurement file management systems
- Enthusiastic, discreet, respects confidentiality, conscientious, honest and trustworthy
- QQI/FETAC/HETAC 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
- Working knowledge of Visio
- Some knowledge of key SOLAS systems
- Has pursued, or is pursuing, qualifications in relevant areas.