



Role Specification

Title:	Project Assistant – Construction Services (Card Management System)
Grade:	10
Unit:	Construction Services
Reporting to:	Project Officer/ Manager
Ref:	433

Role Summary:

SOLAS is seeking to recruit a Project Assistant (Temporary, end date 1st December 2023) to join our Construction Service unit. This role will be to assist in supervising the administration of the Construction Services Card Management System and associated support services.

Key Tasks/Responsibilities:

- Supervise the work of any clerical staff assigned to the to facilitate the Card Management System.
- Supervise the effective and courteous operation of the Construction Services call centre service.
- Administer the rostering of Construction Services staff to operate the call centre service.
- Assist and guide approved training organisations and tutors to adhere to all Card Management System protocols.
- Supervise the migration of data from the various components of the Card Management System.
- Edit Card Management System data in accordance with assigned authorised privileges.
- Assist in arranging workshops for existing and new approved tutors and approved training organisation personnel.
- Conduct quality assurance checks to monitor the accuracy of data being recorded on the Card Management System.
- Monitor the information queries email account for the card management and will ensure all queries are responded to in an efficient, accurate, courteous and timely manner.
- Provide secretarial support to stakeholder and internal committees.
- Assist in the development and implementation of procedures for Construction Services quality assurance system and IT systems.
- Supervise the retention of critical documents and document storage.
- Undertake any other duties that may be assigned from time to time by the Manager or his/her nominee.

Requirements:

Essential:

- Knowledge and understanding of the SOLAS Card Management Systems.
- Knowledge and understanding of the CSCS and the QSCS.
- Understanding of quality assurance.

- Proficient in Microsoft Excel, Word, PowerPoint and knowledge of web-based applications (IT databases).
- Experience of administration systems and processes.
- Understanding of QQI certification processes.
- Self-starter and good team working skills.
- Able to plan, organise and prioritise own workload and meet deadlines.
- Ability to assign work to colleagues, supervise colleagues' workload and deadlines.
- Ability to follow instruction.
- Flexible working approach.