

Role Specification

Title: PA to Director (Administration Assistant) (Permanent)

Grade: 10

Unit: Enterprise, Employees and Skills

Reporting to: Manager/ Director, Enterprise, Employees and Skills

Role Summary

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

- 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.
- 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:

- 1 year + Excellent administration experience
- Evidence of ability to plan, organise, monitor assigned tasks and meet deadlines to a high standard
- Evidence of excellent working knowledge of Microsoft Office Suite.
- QQI/FETAC/HETAC Level 5 or above
- 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
- Problem-solving abilities
- Ability to play an active role in a team
- Excellent communication skills
- Enthusiastic, discreet, respects confidentiality, conscientious, honest and trustworthy
- Has a clear understanding of the role

Desirable:

- Report writing experience
- Experience and aptitude for procurement and managing procurement file management systems
- 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.