



Role Specification

Title:	Project Assistant
Grade:	10
Unit:	FETOPS Unit (FET Operational Planning Support)
Reporting to:	Manager
Ref:	365

Role Summary

To assist and support the development, maintenance and support of systems, 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 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