



Administration Role

Lean & Green Skillnet

An opportunity has arisen for an administrator to join our Limerick based team as Network Administrator for the Lean & Green Skillnet. The role involves co-ordinating and supporting the activities required for the day to day running of operations in the Network.

You will join a progressive, people centric environment and will be actively supported in your own career development and training. The position is being offered initially for an 8 -month period ending on December the 30th 2019. Renewal of the contract is subject to confirmation of annual funding for the Skillnet.

Lean and Green Skillnet

The Lean & Green Skillnet is an industry-led training network of over 400 of the country's largest production and service sites. It provides subsidised, training and compliance programmes to embed sustainable and certified staff skills across corporate members. The Skillnet is funded by the National Training Fund through the Department of Education and Skills.

About the Job

Reporting to the Lean & Green Skillnet Network Manager, the successful candidate will support the Manager in all aspects of the running of the Network. The position will require a person with initiative and a commitment to providing excellent client service, strong computer skills and attention to detail is important. The candidate must have excellent communication skills both written and verbal and the ability to meet and engage with members and stakeholders.

The role of administrator includes the following:

- Co-ordinate the day-to-day activities for the network
- Maintain detailed records of all network activities
- Ensure the ongoing updating of databases and websites
- Update the Skillnet management portal with key data and metrics
- Assist in the planning and organisation of schedules and facilities for current and future programmes
- Provide support for all training activities
- Provide administrative support to the delivery of programmes and events
- Support Skillnet marketing campaigns
- Actively engage with and support members and learners
- Arrange and attend meetings and coordinate stakeholder follow up
- Support the procurement of services and maintain records
- Assist with the Network's KPI and financial reporting

Key Skills & Experience

- Preferably educated to degree level
- Good administration skills with attention to detail an essential requirement.
- Ability to organise and manage own work
- Proficient in using Word, PowerPoint and Excel and social media platforms
- Flexible and adaptable with an ability to learn and master new systems
- Excellent interpersonal skills including ability to work well in a team support role.
- The role will require a flexible approach to working, and a willingness to travel to member sites across Ireland and to various related events and conferences
- A full, clean drivers' license and own transport is essential

Salary offered will be commensurate with experience

To Apply

Please apply via cover letter (outlining in detail your suitability for the role) and CV to careers@central-solutions.com