SOLAS
learning works

Role Specification

Title:	Project Assistant
Grade:	10
Unit:	Apprenticeship & Work Based Learning
Reporting to:	Project Officer
Reference No:	389

Role Summary:

To assist in the Unit's operational and administrative functions and contribute in a positive manner to the work of the Unit.

Key Tasks and Responsibilities:

1. Supervise the work of clerical staff, where appropriate
2. Assist in the development and implementation of procedures for the Unit.
3. Support the implementation of assigned project objectives and goals.
4. Prepare weekly/monthly/quarterly reports and other Management Information requests
5. Provide Apprenticeship statistics when necessary.
6. Provide administration support at meetings.
7. Process purchase orders and payments relating to services and products.
8. Provide a high level of customer service to stakeholders.
9. Manage operational schedules/deadlines.
10. Support the requirements of stakeholders and follow-up on queries.
11. Support the administration and scheduling of apprentices.
12. Represent the Unit in a professional manner at meetings.
13. Keep up to date with the latest technologies and developments.
14. Undertake other duties as required by management from time to time.

Requirements:

Essential

- Has a clear understanding of the role
- 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, organize, 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
- Knowledge of Microsoft Office Suite
- 3yrs plus experience in an administrative role

Desirable

- Strives to find the best solutions to achieve objectives
- Stakeholder engagement experience
- Knowledge of key SOLAS systems
- Has pursued, or is pursuing, qualifications in relevant area