



**Role:** Project Support Administrator

**Area:** Major Projects

**Location:** Cork

**Duration:** 2 Year Fixed Term **Salary:** Competitive **Ref:** 012M18

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Ervia is one of the leading Irish commercial semi- state companies and is responsible for the delivery of Gas and Water infrastructure and services to meet the needs of the Irish Economy. Ervia, through its subsidiary Gas Networks Ireland, continues to develop and operate one of the most modern and safe gas networks in the world connecting all natural gas customers to the network, and as of January 1st 2014, Ervia, through its subsidiary Irish Water, is responsible for the provision of all water and wastewater services to over 1.5m customers in Ireland. Ervia is committed to growth, innovation and sustainability and continues to be a major employer in Ireland, providing a dynamic and modern place to work for over 1,600 employees.

### **The Role:**

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The Projects Support Administrator is to provide administration assistance to the project managers to implement, execute the project controls including payment processing, document management, planning, status reporting, issue/risk management, change management and finance tracking/forecasting. The role is an integral part of the development team insuring best in class information management and reporting through the Project Management Information System. The role will also provide administrative support to the Projects Portfolio and Project Services team, with a focus on coordinating and driving the initial drafting of various governance reports and submissions papers.

### **Duties and Responsibilities:**

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- Set up and track purchase orders and process all invoices associated with assigned projects. Prepare and monitor contract payments. Liaison with Shared Services Centre in ensuring timely payments to all suppliers
- Act as Document Controller for the Project & PMO in the creation and maintenance of the project library and effective maintenance of project documents
- Checking financial reports and invoices, assisting with the monitoring of project and programme budgets
- Provide PMO Administration support to the Project Teams, assist Project Teams in tracking project budgets & schedules and liaise with 3rd parties in the resolution of queries.
- Provide support in compiling and coordinating inputs to progress reports, monthly and quarterly updates, presentations, approval submissions and similar documentation on behalf of the Projects Teams & PMO
- Supporting data input of key project information
- Support the project team and their projects by administering and updating project plan reports, project documentation, project issue reports, risk management plans and other ad-hoc reporting, as needed, to ensure accurate and timely review and communication of information within and outside the PMO team
- Perform project management activities as assigned by and in support of the Project Managers & PMO
- Other duties as may be assigned from time to time

## Knowledge, Skills and Experience:

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- Relevant Third level qualification
- At least 3 years' experience working as a Project Support Specialist within a programme / project environment. Experience of working in project offices in large, complex organisations where there are expectations to deliver projects / programmes to time, budget and quality and in line with governance requirements
- Experience and proficiency using Microsoft Office software suite (Office, Word, Excel, and Outlook)
- Experience of working with accounts and invoicing software, ideally Oracle
- Demonstrable experience of handling commercially-sensitive and confidential information
- Striving for quality and ensuring consistent high standards of work with an ability to demonstrate a close attention to detail is essential
- Strong Knowledge of Document Management, ideally Microsoft SharePoint
- Experience of personal responsibility for supporting Senior Managers, Programme / Project Teams and Project Controls / PMO Team. Strong knowledge and experience of PMO techniques and procedures
- Ability to work with others to ensure success in the performance of a team
- Have good analytical skills, be able to review and analyse data to produce information for assessment.
- Excellent verbal and written communication skills with the ability to convey messages in a clear and sufficient manner with people at all levels across the organisation and externally
- Have good report writing skills
- Proven effective time management skills with the ability to prioritise and remain focused and to work on own initiative. Ability to manage conflicting responsibilities and to anticipate key deadlines and requirements, prioritising activities in order to meet same.
- Flexible with regards working in a changing environment and the ability to adjust to new work structures, processes, and requirements as necessary
- Proactively identifying new areas of learning and improvement and using newly gained knowledge and skill on the job

**The closing date for receipt of applications for this vacancy is the 16<sup>th</sup> February, 2018**

Applications, including a current Curriculum Vitae should be emailed to: [recruit@ervia.ie](mailto:recruit@ervia.ie)

**\*Please include the Reference Number for this Role when making an application\***