



Role: Project Support Administrator

Area: Major Projects

Location: Cork

Duration: Permanent **Salary:** Competitive **Ref:** 066M19

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:

The Projects Support Administrator will provide administration assistance to the Major Projects team in the implementation and execute of project controls including payment processing, document management, planning, status reporting, issue/risk management, change management and finance tracking/forecasting. The role will also support to the project teams and to the Major Projects Portfolio and Project Services team including office administration, compiling, coordinating and finalising inputs to various reports, presentations, events and other outputs. The role is an integral part of the overall Major Projects team, ensuring smooth running of the office processes and best in class information management and reporting.

Duties and Responsibilities:

- Prepare and monitor contract payments. Liaise with Business Services in ensuring timely payments to all suppliers
- Act as document controller for the Projects Portfolio & Project Services team in the creation and maintenance of project libraries and effective maintenance of project documents on Sharepoint
- Check financial reports and invoices and assist with the monitoring of project and programme budgets
- Provide PMO administration support to the project teams and to the Projects Portfolio & Project Services team as required
- 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 the Projects Portfolio & Project Services team
- Support data input of key project information
- Support the Major Projects team by administering and updating project reports, project documentation, project issue reports, risk management plans, governance and change approvals reports and other ad-hoc reports as required, to ensure accurate and timely review and communication of information within and outside the project team
- Provide administration support across the Major Projects function required, including diary management, travel arrangements, event and site tour organisation, onboarding of new team members
- Other duties as may be assigned from time to time

Knowledge, Skills and Experience:

- Relevant third level qualification
- At least three years' experience working as a Project Support Administrator 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, Powerpoint 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
- Good analytical skills, with ability 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
- 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
- Proactive in 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 27th May 2019.

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

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