



Role: Personal Assistant
Area: Asset Operations
Location: Dublin

Duration: Specific Purpose **Salary:** Competitive
Ref: 062N19

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

The Role:

The Asset Operations function within Gas Networks Ireland is responsible for the construction, operations and maintenance of the Transmission and Distribution networks and executing all field work both safely and efficiently in line with relevant legislation, standards, industry codes and procedures.

Reporting to the Head of Asset Operations, the successful candidate, along with acting as PA to the Head of Asset Operations, will also provide administrative support to other managers in the function and the provision of support to Network Operations.

Duties and Responsibilities:

- Provision of all aspects of administration support to the Head of Business Unit and members of the management team
- Provision of financial, procurement and general administration support to the Network Operations department within Asset Operations
- Preparation and co-ordination of documentation for meetings, including presentation work
- Co-ordination of calendar, diary management, schedule meetings and appointments (both for internal and external meetings), book meeting rooms, organize catering and general logistics
- Typing and collation of confidential correspondence including reports and statistics
- Administration of Core T&A, Core ESS etc. as required
- Placing orders and processing invoices for various goods and services as required
- Ensure adherence to relevant Company policies and procedures
- Implementing and/or maintaining new office systems and procedures, filing systems and records
- Developing a well rounded knowledge of all of the relevant business contacts both internal and external together with on-going business issues
- Data Protection Compliance requirements within the Department (GDPR)
- Processing of movers, leavers, joiners reports as required
- Other duties as required from time to time.

Knowledge, Skills and Experience:

- At least 3 years' experience in a Personal Assistant/Administrator role
- A business administration qualification would be desirable
- Excellent knowledge of the Microsoft Office products including MS Word, Excel, PowerPoint and Outlook

- Knowledge of internal systems, e.g. Core, Sharepoint, Maximo, Oracle, Expenses policy and system, Performance Management system including L&D. Knowledge of Internal Controls processes and systems an advantage.
- Professional manner along with a proven record of utmost discretion and confidentiality in all matters relating to work
- Meticulous attention to detail. With a desire to take the initiative and be pro-active
- Ability to work with others in a spirit of co-operation and open effective communication and thereby develop and maintain excellent working relationships with all team members
- Excellent verbal and written communication skills with the ability to convey messages in a clear and sufficient manner
- Proven effective time management skills with the ability to prioritise and remain focused
- 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 using newly gained knowledge and skill on the job
- Striving for quality and ensuring consistent high standards of work

The closing date for receipt of applications for this vacancy is the 11th September 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