

**EGIS LAGAN SERVICES
JOB SPECIFICATION**

1. GENERAL INFORMATION

Job Title:	Office Administrator	Location:	Little Island, Cork
Department:	Administration	Reporting to:	Depot Manager

2. JOB DESCRIPTION

Purpose of the Role

To undertake the administration role for the maintenance team, to liaise with other administration personnel as required and to provide secretarial support to the senior staff.

Key Areas of Responsibility:

- Office Administration:
 - Operate the COINS System for purchase orders and GRN's.
 - Process invoices & liaison with accounts payable.
 - Daily accurate logging of motorway incidents on internal and external systems and escalating to relevant departments. Manage this data entry to ensure KPI reporting.
 - Control of staff timesheets and assist HR in compiling payroll data.
 - Maintaining detailed records including records for staff training, vehicle maintenance, waste management, fuel management, energy usage data, chemical usage, customer contacts and HSEQ records.
 - Preparation of reports including analysis of data where relevant.
 - Data management for routine maintenance activities/records.
 - Co-ordinate internal and external meetings, attend such meetings, record minutes, actions and following up on same.
 - Document control to ensure archiving of documentation is accurate and in line with the SharePoint structure.
 - Support internal HSEQ audits and external ISO audits.
 - Record daily and forecasted weather during the winter season; track salt deliveries and usage.
- Secretarial & Admin Support:
 - Assist the management team with all aspects across the secretarial function.
 - Maintain the existing filing and paper trail system.
 - Handling incoming telephone calls as required.
 - Liaison with relevant stakeholders.
 - Scheduling and co-ordinating internal and external meetings.
- Other
 - Handling incoming & out going deliveries/post.
 - Arrange catering for meetings and site visits.
 - Office supplies.
 - Office Health & Safety.
 - Communicate effectively with team members to create a collaborative working environment.

3. PERSON SPECIFICATION

Criteria	Essential to the Role	Desirable to the Role
Qualifications/ Education / Training	<ul style="list-style-type: none"> • Leaving Certificate • ECDL (or similar Microsoft Office Experience) 	<ul style="list-style-type: none"> • 3rd Level qualification
Experience/ Knowledge	<ul style="list-style-type: none"> • Office Management Documentation Control • Data Entry 	<ul style="list-style-type: none"> • Experience in financial software packages

	<ul style="list-style-type: none"> • Strong proficiency in Microsoft Excel, including formatting and use of basic to intermediate formulas • Demonstrated competence in using cloud-based document control and storage systems (e.g. SharePoint, OneDrive, Google Drive) • Familiarity with document control and data accuracy best practices 	
Skills/Abilities	<ul style="list-style-type: none"> • Strong organisational skills • Strong interpersonal skills 	
Personal Attributes	<ul style="list-style-type: none"> • Flexible Individual with ability to multi-task 	
Additional Requirements	<ul style="list-style-type: none"> • Understanding of payroll principles 	<ul style="list-style-type: none"> • Knowledge of maintenance/construction & traffic management operations