

# SURECOM

NETWORK SOLUTIONS

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## **Administration Support - Job Specification**

<b><u>Position:</u></b>	Admin. Support
<b><u>Reporting:</u></b>	Operations Manager
<b><u>Qualification:</u></b>	Relevant administration/PM qualification and/or equivalent experience

### **Key Objectives of role:**

Provide administration support in the delivery of operations and projects.

To develop a strong customer/ cross-functional support (Operations / Commercial/ Customer)

### **Responsibilities:**

- Arranging access for site visits on all projects
- Creating and following up on Change Requests on a transmission rollout project
- Assisting operations team with weekly work schedule
- Completion of daily job reports and file management
- General office administration
- Project Management Tool - Ad Hoc Reports

### **Requirements/ Essential Skills / Attributes**

- Customer Focus: Responds willingly to customer issues  
Champions issues to resolution  
Understanding Business Impact of activities
- Adaptability: Compromise is considered in delivering excellent results  
Flexes to business needs
- Passion and Drive: Enthusiastic  
Follow through  
Ownership
- Executing Strategy: Timely reporting  
Timely responses  
Updating databases
- Excellent organisational ability with attention to detail
- Proven ability to multi-task in a fast paced environment
- Team building and interpersonal skills
- Proficient in MS office tools; Word, Excel, Outlook
- Friendly and approachable.

Please email your CV to [hr@surecom.ie](mailto:hr@surecom.ie)