 SPORT IRELAND NATIONAL SPORTS CAMPUS	Maintenance Admin	Doc Reference No.	Main Ad 01
Date	26.03.2021	Revision No.	01

JOB DESCRIPTION

Job Title: Maintenance Administration

Job Location: Sport Ireland Campus	Reports to: Maintenance Manger
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Hours: Permanent Full Time

JOB PURPOSE:


The main purpose of the role is to provide administrative support to the maintenance department as assigned by the Asset Reliability Manager.

KEY RESONSIBILITIES

- Support in the coordination of planned preventative and corrective maintenance activities across campus.
- Ensure all logged work requests are assigned to the relevant technical disciplines through the Computerised Maintenance Management System (CMMS).
- Raise purchase orders for service contracts, parts/materials, tooling etc.
- Administration support for campus Health & Safety permit to work system.
- Preparation of monthly KPI reports.
- Ensure all new equipment/parts are added to Asset database.
- Maintain the Asset database.
- From time to time there may be additional duties or responsibilities which you will be expected to perform as part of your role within the company

JOBHOLDER ENTRY REQUIREMENTS:

- Knowledge (Education & Related Experience):**
- 3rd Level Qualification
 - Minimum 2 years' experience in a similar role

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Key Skills

- Minimum 2 years' experience in a similar role
- Experience working with CMMS systems.
- Highly proficient in the full Microsoft Office suite
- Very flexible with the ability to work in a fast-paced environment.
- Highly organised with the ability to prioritise and manage workload.
- Must have good customer service skills and be able to communicate effectively.

Key Behaviors

A candidate must reflect the company's core values of:

Excellence

- Always looking for ways to improve
- Accept responsibility to drive improvements
- Demonstrate professionalism and have expectations of our own performance and that of others
- Demonstrate a commitment to teamwork
- Adopt a positive approach to change

Respect

- Treat others as we would like to be treated
- Value different cultures and beliefs
- Display respect for and awareness of individual differences
- Seek out, listen and respect the ideas and opinions of others
- Engage in honest and direct communication at all levels in the organisation

Integrity

- Show accountability for our decisions and actions
- Develop and encourage open and honest work practises
- Take personal responsibility for our actions
- Deliver on actions we have promised

Customer focus

- Research and fully understand our customers' needs
- Do the ordinary things extraordinary well
- Go beyond what is expected by every customer
- Surprise ourselves with how much we can do

Please send CV's to recruitment@nationalsportscampus.ie , quoting the job title in the subject area.