



Tá Jons/JCL ag lorg Rialaitheoir Teastas Tionscadail don scéim Forbairt Bóthair N22 Baile Bhuirne - Maigh Chromtha. Beidh an post seo le comhlíonadh in Oifig Suímh an Tionscadail i Maigh Chromtha. Beidh an ról seo oiriúnach do dhuine le 4-5 bliana taithí i riarachán oifige agus cúlra in earnáil na tógála.

Post: Rialaitheoir Teastas Tionscadail

Téarmaí fostaíochta: Lánaimseartha - uaireanta oibre solúbtha (i gcomhréir le riachtanais an tionscadail agus an tsuímh)

Rólanna/Freagrachtaí:

- Athbhreithniú, Tiomsú agus Eisiúint a dhéanamh ar Theastais Tionscadail ar mhaithe le dearadh agus comhairliúchán le cúnaimh ó Fhoireann Deartha agus Tógála an tsuímh
- Bainistiú an Chláir Teistiúcháin
- Bainistiú an Chláir Chomhfhreagrais agus Litreacha a Eisiúint go Geallsealbhóirí
- Teastais a Eisiúint don bhFostóir agus dáta eisiúna a rianú in aghaidh dáta dlite don bhfreagra
- Feidhmiú le sprioc-amanta dochta
- Tuairiscí Míosúla ar stádas teastas a thiomsú
- Comhordú agus freagracht as Tuarascáil Mhíosúil ar Dhul Chun Cinn Tógála leis an gConraitheoir agus an Fhoireann Deartha

Scileanna:

- Taithí 5+ bliana Riarachán Oifige (Cúlra Tógála in Éirinn is fearr)
 - Cumasach in úsáid Microsoft Office – Word, Excel, Powerpoint
 - Cumasach in úsáid Adobe Acrobat.
 - Sárchumasach maidir le haird a thabhairt ar mhionsonraí
 - Ábalta ar oibriú go neamhspleách agus cloí le sprioc-amanta
 - Sár-scileanna Cumarsáide
 - Sár-scileanna Gramadaí
 - Taithí ar theanga na Gaeilge
 - Meon dearfach
 - Ábalta ar oibriú i dtimpeallacht foirne
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Jons/JCL are seeking a Project Certificate Controller for the N22 Baile Bhuirne to Macroom Road Development Scheme. The role will be based in the Project Site Office in Macroom. The role will suit a person with 4-5yrs of office administration experience preferably with a construction background.

Position: Project Certificate Controller

Employment terms: Full Time – Flexibility of working hours (in line with the project and site requirements)



Roles/Responsibilities:

- Reviewing, Compiling and Issuing of Project Certificates for design and consultation with assistance of the Site Design and Construction Team
- Management of Certification Register
- Manage Correspondence Register and Issue Letters to Stakeholders
- Issuing Certificates to the Employer and track date of issue against due date for response
- Work to tight deadlines
- Compiling Monthly status reports on certificate status
- Co-ordination and responsibility of Monthly Construction Progress Report with Contractor & Design Team

Skills:

- 5+ years of Administration experience (preferably with a Construction Background in Ireland)
- Proficient in the use of Microsoft Office – Word, Excel, Powerpoint
- Proficient in the use of Adobe Acrobat.
- Excellent Attention to detail
- Ability to work independently and meet deadlines
- Strong Communication Skills
- Strong Grammatical Skills
- Knowledge of Irish Language (Gaeilge)
- Positive attitude
- Ability to work within a team environment