

The CRC delivers a range of services to children and adults with disabilities both nationally and locally through our centres in Dublin, Limerick and Waterford and our Outreach Services. The mission of the CRC is that by working together we make a positive difference to the lives of people with disabilities, their families and carers. Our vision is that people with disabilities achieve their potential and live full lives as equal and valued citizens.



Transport Administrator Support

***Specified Purpose Contract** – Part-time 17.5 hours per week. Flexibility to work some evenings and weekends when required is essential.*

The successful applicant will be based in Clontarf and will report to the Transport Administrator. The post holder's responsibilities will involve supporting the Administrator in day to day operations at the Department and related duties, for example, managing the phones, rostering, scheduling, diary management, record-keeping, liaising with staff, service users and external contractors and other support functions spanning both Transport and Facilities departments. The candidate will also be able to operate in a highly regulated Health and Safety environment and be familiar with data protection disciplines.

The successful candidate will have the following **essential** requirements:

- A relevant qualification i.e. QQI Level 5 or above in a related discipline
- Minimum of one years' experience working with persons with disabilities in a similar setting and have experience in a similar administrative role
- Excellent written and verbal communications skills.
- Be an excellent and innovative team member with a strong commitment to the empowerment of people with disability
- A good understanding of Health and Safety standards and processes
- Be proficient in the use of Microsoft Office tools

Desirable Requirements:

- Experience of public procurement processes an advantage

Informal enquiries to Eugene Windrim 01-8542244. Department of Health Salary scale, Clerical Grade III (Full-time Salary range, €27,145 - €44,113) per annum. Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria as short-listing will apply. Full job specification available on request.

*Please forward a letter of application quoting reference CRC01/23 with a full CV by **email recruit@crc.ie**. Applications must be received on or before 5pm, Monday, 20th March 2023.*