

Training Administrator and Event co-ordinator for the Construction IT Alliance (CitA)

This is a 12-month contract, full time position, working from 9:00 AM to 5:30 PM, with a full time annual salary starting from €33,000 per annum

Administrator Role

CitA's Training Network

CitA runs a Skillnet Training Network called CitA Skillnet.

The network focuses on ICT training needs within the Irish construction industry and member companies include Architects, Engineers, Main Contractors, Professional Institutions, Surveyors, Subcontractors and Suppliers.

Some of your responsibilities within the CitA Skillnet Training Network would include;

Websites

Working knowledge of **Wordpress and Squarespace** backend user platforms;

Updating CitA and project websites (CitA Skillnet, CitA series, Annual Conference);

Ensure the CitA Skillnet website is maintained and updated with current training information

Knowledge of using the newsletter platform **Mailchimp**. Taking direction from the CitA team to source information to be inserted into the newsletter and sending out the final newsletter.

Ensure the CitA Skillnet website is maintained and updated with current training information

Providing status update of training forms on individual courses to the CitA Skillnet Training Manager

- Perform data entry onto the Skillnet database with a high degree of accuracy (participant, course & event details)
- Using Survey Monkey to collect participant data
- Manage the participant registration process (issuing the profile forms)
- Collect all training profile forms and upload onto Training management system SONRAI.
- Provide administrative support, such as tracking attendance with trainers and maintaining training records
- Gather evaluation forms from training participants
- Working closely with training providers, gathering training schedules, and updating the schedule on CitA's company website
- Creating the marketing collaterals on **Canva**

Client relations management

- Updating CRM platform (HubSpot) with new contacts

Financial data entry

- Physical and digital filing of financial documentation on sharepoint

CitA Events

CitA runs approximately 6-8 events a years. These are either online or face to face events

Some of your responsibility's within the CitA Event Programme would include;

- Book Venues and order catering
- Organise speaker calls
- Obtains speaker headshots and bios
- Gather speaker presentations
- Update and co-ordinate event bulk email on mailchimp
- Keep track of event registrations and provide the Team with an attendee list
- Make up badges for all attendees

Experience

- 2+ years' experience working with MS Office, Teams, SharePoint, Adobe PDF, PDF Exchange
- 2+ years; experience working as an administrator in a professional, preferably construction related.
- Excellent written and verbal communication skills
- Strong organisation and time management skills

At present we can only consider candidates that are currently residing in Ireland who meet the above-mentioned criteria.

Skills:

MS Office MS Teams Communication (written and verbal) Organisational Skills Bookkeeping

Benefits:

Laptop Mobile Phone Paid Holidays

Requirements added by the job poster

- 2+ years of experience in Administrative