

Facilities Administrator

SIRO was launched in 2015 as a joint venture between Vodafone and ESB. Our key mission is to build a nationwide 100% fibre broadband network - we commit to changing Ireland's telecom landscape and delivering the fastest most innovative broadband experience to the Irish consumer. Winner of the Best Employer Branding Award 2021.

This new role has responsibility for administration duties across Facilities, HSEQ and Quality functions.

Key Responsibilities

- Act as front of office POC and Administrator for Office - Access logistics, ordering of office & kitchen supplies, deal with post, visitor, and delivery management.
- Provide Facilities management support - Work with FM contractor for PPM & service reporting, liaise with technicians, cleaners, and security.
- Ad hoc office related duties, event management support for internal lunch and learns, all hands, and office events (virtual and in person)
- Manage facilities correspondence - process Road Opening Licence applications on local authority Map Road Licencing system.
- Analyse contractor quality performance data and highlight non-compliance.
- Carry out ad-hoc reporting for identified stakeholders.
- Monitor training requirements and renewals, communicate as necessary and ensure all new starters have training records.
- Book training renewals as required.
- Carry out office ergonomic reviews and make recommendations where appropriate.
- Complete HSEQ induction with new starters.
- Ensure that PO's are raised and there is a smooth running of invoices working closely with Finance department.
- Monitor required equipment and stock such as PPE, order and follow through on each stage to delivery.
- Manage field events, hotel bookings and accommodation as may arise from time to time.

Key Skills Required

- Background in Construction or utilities an advantage.
- Experience of Road Opening Licencing / MRL system an advantage - Training will be provided.
- Key IT Skills - Creating Reports in Excel.
- Some experience of or understanding of GIS systems.
- Organised and friendly.
- Good communication skills, verbal and written.
- General knowledge of Microsoft suite.

Education Qualifications

- Minimum 3 years relevant admin work experience desirable
- Clean driving license desirable

SIRO & Equality

SIRO believes in equality for all. We strive to create a workplace that is diverse and mirrors the customers, community, and colleagues that we serve. We encourage, support, and celebrate our differences and foster an environment where everyone feels empowered to bring their full authentic selves to work. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, colleague engagement forums, and services to support staff from different backgrounds. If you need assistance or an accommodation due to a disability, please contact us.