

Department:	Operations
Job Title:	Operations Assistant (Belfast Office)
Reports To:	Operations Supervisor
Date:	4th February, 2008

Main Responsibilities:

- Inspecting all JCD sites on an agreed rota basis
- Issuing of all associated damages found during these inspections and all reported by specialists/clients and staff
- Follow up to ensure all damages are actioned on time
- Highlight any non conformances to the Operations Supervisor
- Produce and issue an end of cycle damage report
- Issuing and inspecting of all maintenance repairs including rebuilds
- Assist with entering of designs, issuing of tickets, writing up poster lists, entering posting dates, issuing progress reports
- All other duties as deemed required by the Operations Supervisor

Core Requirements:

Ideally the candidate will be PC literate and possess some office experience. A customer based background in a service environment would be an advantage. The candidate needs to possess a full clean driving licence.

Applications To:

Brian Cullen
Operations Manager

Closing Date for Receipt of Applications: Monday 11th, February 2008