

## **DUBLIN CITY UNIVERSITY**

### **National Centre for Sensor Research**

#### **Administrative Assistant**

The NCSR Administrative Assistant reports to the Centre Manager and provides professional administrative support the Centre.

The position involves liaising with NCSR academics and administrative units across the campus to monitor NCSR accounts, maintain financial records and co-ordinate reporting to internal and external bodies. The Administrative Assistant also maintains the Centre's records on internal/external reporting, equipment and finance and acts as an administrative point of contact for evaluations and audits.

#### **Qualifications:**

- University degree or equivalent
- Excellent communication, organisational and interpersonal skills
- Good working knowledge of integrated finance systems
- Excellent MS Office Suite Skills.

**Salary Scale:** €28,805 - €39,271

**Closing Date:** 22<sup>nd</sup> November 2002