

<p>Job Title: Office Administrator</p> <p>Duration: 1-year Part-Time Fixed Term Contract</p>	<p>Location: Shannon, Co. Clare</p> <p>Company: Future Mobility Campus Ireland CLG (FMCI for short)</p>
<p>Mobility is currently experiencing a wave of disruptive forces that are profoundly changing the way citizens interact with their environment. Future Mobility Campus Ireland (FMCI) is an exciting innovation in Ireland, tasked with the goal of reimagining future mobility in both urban and non-urban settings. The specific goal of FMCI is to develop a mobility campus in Shannon that will be at the forefront of global mobility innovation and to act as a catalyst for world-leading developments in the mobility domain.</p> <p>Future Mobility Campus Ireland is now looking for an experienced Part-Time Office Administrator- 20-25 hours per week. Schedule of Hours and Pay is negotiable.</p> <p>The Role:</p> <ul style="list-style-type: none"> • Answering, screening, incoming phone calls and emails. • Welcome all visitors in a friendly and professional manner, coordinate sign in and visitor passes. • Organise Client visits and manage bookings. • Keep office area organised and tidy. • Organise office supplies. • Assist senior management with administration tasks. <p>The Candidate:</p> <ul style="list-style-type: none"> • Min 3 years' Experience in a similar position. • Ability to work in a fast paced and challenging environment with changing priorities. • Strong attention to detail. • Strong administration and organisational skills. • Ability to work on own initiative and to meet deadlines. • Excellent verbal and written communication skills. • Excellent PC skills to include good Knowledge of Microsoft Office. • Flexible can-do attitude. • Professional image. 	
<p>Application process:</p> <ul style="list-style-type: none"> • Candidates are required to provide a CV and a Cover Letter in PDF format • Candidates are requested to email their applications to hr@futuremobilityireland.ie 	