



## **Operations Assistant**

Location: Dublin  
Job Type: Permanent  
Weekly Hours: 36 hours per week, 5 over 7 days  
Reports to: Operations Data Analyst

### **Duties and Responsibilities**

- To support and assist a Central Operations team in the timely processing and quality control of all Operational Data.
- To help ensure that daily operational records are accurate and that appropriate incident records are maintained within relevant data systems.
- To help provide operational performance feedback to the local operations teams.
- To assist in the regular reporting of congestion issues and significant unplanned service interruptions.

### **Skills and Experience**

- Relevant administrative experience.
- Relevant 3rd level qualification would be an advantage though not essential.
- Good appreciation of transport regulatory constraints.
- Good appreciation of NTA contract performance requirements.
- Track record of delivering results.
- Ability to work in Word, Excel, PowerPoint and other software packages.