

ADVERT ID 131273

## General

### Coláiste UISCE

Cuan Eilí O.P. an Chlochair Béal an Átha F26HF10  
<https://www.uisce.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Fri Jan 10 2020 14:19:47  
**Application Closing Date:** Mon Jan 20 2020  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:** Feidhmeannach Oibriúcháin  
**Description:** Príomh-aidhm an ról seo ná cinntiú go bhfuil riachtanais na ngrúpaí á sholáthar agus go bhfuil sásamh an chustaiméara bainte amach. Tá an feidhmeannach seo freagrach as riarachán, eagrúchán agus lóistíocht na gcúrsaí do gach grúpa a thagann ar chuairt ag an ionad. Mar chuid den phost seo beidh ar an bhfeidhmeannach féilire tréimhse eachtraíochta UISCE a líonadh tríd teagmháil a dhéanamh le grúpa óige nua, scoileanna nua agus tríd foinsí gnó eile a lorg.

Riachtanais

- Líofacht Ghaeilge
- Scileanna an-mhaithe cumarsáide agus óstála
- Taithí le Excel agus Word

Riachtanais Inmhianaithe

- Ceannaire láidir le scileanna cumarsáide idirphearsanta den scoth
- Go maith ag bainistiú brú le cumas cruthaithe in eagrúcháin, i mbainistíocht ualach oibre pearsanta agus cumas rudaí a chur in oird tosaíochta de réir tábhachta nuair is gá
- Scileanna cumarsáide - soiléir/gonta/éifeachtach
- Taithí i margaíochta agus i mbolscaireacht táirgí

Príomh dualgaisaí den Feidhmeannach Oibriúcháin

Bainistiú agus eagrúchán ar chur in áirithe do ghrúpaí

- Riarachán
- Óstáil agus seirbhís chustaiméara
- Airgeadas
- Foireann

Bainistiú d'fhoireann na n-eachtraí agus na maoirseoirí

- Earcaíocht
- Airgeadas
- Uainchláracha
- Cúrsaí traenála

Dualgaisaí tánaisteach

- Tacaíocht a thabhairt don Bhainisteoir Oideachais le n-ullmhúchán roimh na cúrsaí
- Tacaíocht a thabhairt do Phríomhoide an Choláiste ó lá go lá agus cuidiú le riachtanais Choláiste Gaeltachta an tsamhraidh
- Teachnt isteach agus caiteachas ó ghrúpaí scoile/ollscoile a bhainistiú
- Ag bualadh lena Príomhtheagascóirí maidir le riachtanais laethúil na grúpaí
- Aon tascanna eile a bheidh de dhíth ó bainistíocht UISCE

Job as Operations Manager in Coláiste UISCE

The primary aim of this position is to ensure that the needs of all groups are fully met, and that customer satisfaction is maximised. The Operations Executive is responsible for the administration, logistics and organisation of courses for all groups coming to visit the centre. This role involves filling the UISCE adventure season calendar by contacting new schools / youth groups and sourcing new business.

#### Requirements

- Fluent in Irish
- Good social skills / hosting skills
- Good knowledge of Excel and Word
- Full Drivers Licence

#### Desirable qualities

- Be a strong team leader with excellent interpersonal skills
- Good at stress management with a proven ability to prioritise, organise and manage your own work load
- Communication skills – clear/concise/effective
- Marketing and promotional experience / expertise
- Some experience of water sports or experience in UISCE

#### Main duties of the Operations Executive

Management and organisation of group bookings

- Administration
- Hosting groups
- Budgeting
- Staffing

Management of summer activity instructors and overnight supervision staff.

- Recruitment
- Budgeting
- Rotas
- Training

#### Secondary duties

- Assisting the Educations Manager with pre course requirements
- Management of both shops onsite
- Assisting the course Principal during the summer months
- Financial management of the income/expenditure of the group season
- Liaising with Senior Instructors regarding group needs
- Any other tasks as deemed necessary by UISCE management

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** Cuan Eilí  
O.P. an Chlochair  
Béal an Átha  
F26HF10

**County:** Mayo

**Enquiries To:** [jobs@uisce.ie](mailto:jobs@uisce.ie)  
09782111

**Website:** <https://www.uisce.ie>