**Job Specification:** Office Co Ordinator – TFI Local Link Cork

**Job Title:** Office Co Ordinator

**Reporting to:**  General Manager

**Location:**  12 Barrack Street Bantry Co Cork

**Employment Type:** Full-time (35 hours per week). Basic hours of work will be 35 hours per week 9.00am to 5.00pm, Monday to Friday. The appointee may from time to time be required to work beyond these hours, and flexibility in attending meetings outside of normal hours will be required. Time Off In-Lieu (TOIL) will apply.

**Role Overview:** The Office Co Ordinator will play a crucial role in reporting to and supporting Management in service development, compliance monitoring, and operational efficiency. The successful candidate will be instrumental in overseeing and delivering solutions to all administrative tasks within a busy office environment and managing key operational activities.

**Overview**

An Office Co Ordinator is responsible for ensuring the smooth day-to-day operations of an office. They coordinate administrative processes, manage facilities, and support staff across all departments.

**Key Responsibilities**

* Assist in the planning, procurement, implementation, management and enhancement of rural public transport bus services on behalf of the National Transport Authority (NTA)
* Oversee passenger engagement and the operation of the Metric Ticketing system.
* Ensure the implementation of Health and Safety management in collaboration with our health and safety specialists
* Liaise with key stakeholders, including the National Transport Authority, Local Authorities, Statutory Agencies and Community Organisations
* Oversee all administrative duties and general office operations.
* Manage office supplies, inventory and mail (inbound/outbound).
* Serve as receptionist when needed: greet visitors, route phone calls.
* Implement office policies, procedures, systems, and filing/database organization.
* Plan and help organize internal company events and staff meetings.
* Manage relationship and contracts with Operators, Vendors and Service Providers.

**Essential Requirements**

* Proven experience as an Office Manager or similar role in a fast-paced, dynamic environment.
* 2–5+ years’ experience in office management, admin, or executive assistant roles.
* Evidence of strong leadership, team coordination, and problem-solving skills in a project management role
* Excellent verbal and written communication and interpersonal ability
* Knowledge of public transport compliance and contract management
* Knowledge of developments in the Rural Transport Programme, sustainable mobility and related policy frameworks
* Knowledge of Health & Safety regulations.
* Attention to detail, initiative, adaptability, and problem-solving mindset.
* Excellent communication and stakeholder engagement abilities
* Proficiency in IT systems and reporting tools
* Ability to work independently and collaboratively with a results-driven approach

**Salary**

The current gross salary for the position is based on Local Authority Pay Scale Assistant Staff Officer Grade 4 Point 1 per annum and is analogous to the terms and conditions applicable to the Local Authority Clerical Officer pay scale. Salary will be paid weekly or monthly by means of a credit transfer to a financial institution of your choice. A pension contribution of 6% of gross salary applies and payable on completion of a two month probationary period.

All positions within TFI Local Link Cork are subject to funding under the Rural Transport Programme.

Local Link Cork is an equal opportunities employer. Canvassing automatically disqualifies.