



CDI Associate Quality Specialist Panel Information Sheet

CDI wishes to recruit a panel of **Administration Associate Quality Specialists** to support the high-quality delivery of our evidence-informed interventions. This panel is being established to enable CDI to draw on a range of professionals with relevant experience and expertise, on an occasional basis.

Panellists will be selected to work in a range of areas, which may include:

- **Administration:** typing, reception duties, hospitality
- **Data management:** archiving, shredding, inputting data into excel, running reports from excel/SPSS/Power BI
- **Communications:** updating website content and posting social media.

Person Specification and Key Competencies:

- Evidence of having previously worked in an office environment
- Ability to work on own initiative
- Excellent attention to detail
- Experience of working with a range of software packages.

Qualifications

All applicants must be legally able to work in Ireland.

Remuneration

- Administration ASQs will be paid at a rate of €25 per hour, which includes 22% holiday provision
- Work will be undertaken at CDIs offices in Fettercairn, Dublin 24, unless otherwise agreed.

Application Details

Please e-mail your CV and completed Application Form to Holly McGann on holly@cdi.ie by **4pm** on **Monday December 4th, 2023**.

For more information on CDI or any of our programmes please visit www.cdi.ie or for an informal chat contact Jonathon Doyle E: jonathon@cdi.ie .