



Cavan Monaghan Transport Coordination Unit CLG.

The Court House, Market Street, Cootehill, Co. Cavan, H16 CX45

Phone: 049 555 2401

Fax: 049 555 2396

e-mail: cm@locallink.ie

Web: www.cmtcu.ie

Clerical & Compliance Officer Position

Cavan Monaghan Transport Coordination Unit CLG is the company with responsibility for managing Rural Transport on behalf of the National Transport Authority for the region of Cavan and Monaghan under the brand 'Local Link Cavan Monaghan'.

We manage and deliver over 60 passenger transport services which in the main provide door to door services for its users. We also manage a number of transport services on behalf of Cavan Monaghan HSE directly relating to health care transport.

The following position is now available:

Job Title: Clerical & Compliance Officer

Reporting to: Manager

Contract Type: Full Time, Fixed Term to 31st December 2018

Salary: €21,359 per annum

Location: Cootehill/Clones Area

Car Owner: Essential

General Role

Undertaking general administration duties as part of the call centre team and playing a key role in ensuring the companies compliance documentation is maintained to a high standard. Monitoring of passenger transport services, liaising with transport providers on a day to day basis and implementing the company's health and safety management system, will be responsibilities of this role.

Main Job Tasks and Responsibilities

- Maintain up to date information on all contracted Private Bus Operators
- Maintain contract documentation
- Assist in preparation of Tender specifications and attendance at tender evaluations
- Assist in maintaining the organisations policies and procedures
- Maintaining the Company's Health and Safety policies and procedures documentation
- Support the Call Centre team in relation to passenger bookings
- Assist the Finance Administrator
- Assist all staff in complying with the National Transport Authority's Business Processes
- Identify and escalate priority issues



Connecting your
transport services



Cavan Monaghan Transport Coordination Unit CLG, is a company limited by guarantee not having share capital, registered in Dublin, Ireland with registered company number 549471

Directors: P. Conlan, P. Flynn, A. Forde, P. Lennon, M. Lynch, G. O'Connell, F. Mc Phillips, J. Donohoe, B. Gilbert, L. Rooney, N. Smith, P. Golligly, S. Morris.



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- follow up customer calls where necessary
- Analyse and evaluate data and information gathered from passenger services and produce reports
- Undertake other duties as assigned by Line Manager. These will be in accordance with the employees range of skills, competence and/or experience

Desired Education and Experience

- Minimum Leaving Certificate
- proficient in relevant computer applications(MS Office)
- excellent communication skills
- knowledge of administration and clerical processes
- knowledge of health and safety in the workplace
- knowledge of community and voluntary sector and social inclusion

Key Competencies

- verbal and written communication skills
- listening skills
- customer service orientation
- organisational skills
- attention to detail
- adaptability
- team work
- Analytical skills

Training

There will be elements of this role that will require training specific to the nature of the transport industry. This will be organised by the company on an ongoing basis.

Applications

Applications should be in writing outlining your suitability for the role accompanied by your current C.V. and should be sent for the attention of 'The Manager' at the above address or emailed to cm@locallink.ie by close of business on Tuesday 16th May 2017.

Garda Vetting

The successful applicant must undergo Garda Vetting through CMTCU CLG prior to commencement.