

Irish Concrete Society (Ltd.)

Executive Officer

The Irish Concrete Society is a well-established learned body, founded to promote excellence in the use of concrete and to also provide a valuable service to the wider construction industry. The Society is seeking to appoint an Executive Officer to further enhance and develop the services offered by the Society.

Responsibilities and Duties:

This role will involve working under the direction of, and reporting to, the Directors and Council of the Society; however, the successful candidate must have the ability to work on their own and to promote participation among members and committees. The successful candidate will also be expected to work with minimal day-to-day direction, be highly self-motivated and have a professional enthusiasm for concrete as a construction material.

Priorities for the appointee will include:

- Increase Society membership and participation through promotion of membership benefits to specific industry sectors.
- Enhancement of Society training and skills development courses from current programme of professional seminars to focus on accredited training for a wider range of site personnel.
- Organisation of events (such as award schemes, site visits, social & technical events etc.), to inform and educate members on technical matters.
- Responding to and managing requests for technical information and advice from members and other stakeholders.
- Management and administration of the day-to-day activities of the Society.
- Liaison with other professional and industry organisations.

Requirements

The ideal candidate should have a third level qualification, preferably a degree in a construction discipline, and have several years' experience in the construction industry. Excellent communication and interpersonal skills are essential in this role, as is a good working knowledge of information technology. Candidates will be required to demonstrate strong business acumen and administrative abilities. Experience is essential in either concrete technology or structural concrete design and supervision. Chartered professional status would be an advantage.

An initial fixed term contract of two years will be offered to the successful candidate, subject to a satisfactory probationary period of six months. A competitive remuneration package will be offered, commensurate with experience. The position will be largely based in the greater Dublin area, with some flexibility for working from home. The successful candidate will require their own transport and full driving license, as some travel will be required.

Please forward a CV outlining relevant experience and qualifications and other supporting documentation, along with at least one recent work reference, to:

The Honorary Secretary, The Irish Concrete Society, Platin, Drogheda Co. Louth.

Tel: 041 9876466 : Secretary@concrete.ie; www.concrete.ie

The closing date for applications is 17th January 2014.