

BUSINESS PROJECT ADMINISTRATOR – 1 Year Fixed Term

College Support & Services (CSS) is a wholly owned subsidiary of TUS. CSS manages the foodservice operations across TUS campuses. Our vision is the *“Provision of high-quality facilities, delivery of a flexible, innovative and sustainable food service, which supports the creation of an integrated campus community.”*

We are currently seeking a Business Project Administrator to join our team.

Essential Qualification - Third Level Qualification (Level 7 or higher) in Business, Public Administration, or a related discipline

Required Experience - 2 Years Administration Experience in Service industry

Description of the Role: Working closely with the commercial manager and the operational management teams the Business Project Administrator will implement detailed project tasks and manage project timelines for multiple projects across two campus companies. Key projects exist in the areas of procurement compliance and company policy enhancement. Other projects exist in the areas of enhancing operational efficiencies, capital investment, sustainability and business development.

Key Skills

- ✓ Strong communication skills
- ✓ Excellent interpersonal skills
- ✓ Analytical Skills
- ✓ Strong organisational skills
- ✓ Time management skills

Technical Skills

- ✓ Proficiency in project administration methodologies and tools
- ✓ Proficiency in reporting, data analysis and office software

Key Duties

- ✓ Manage project tasks, project timelines and all project administration
- ✓ Revising and updating project plans based on changing needs and requirements
- ✓ Monitoring project performance to ensure timely delivery
- ✓ Compiling and submitting project status reports
- ✓ Working effectively with relevant project stakeholders within College Support and Services, TUS Events and Sports Services, Technological University of the Shannon and External collaborators for efficient project implementation
- ✓ Key administration contact for all projects
- ✓ Additional duties as assigned by the commercial manager

Reporting To	- Commercial Manager
Contract Type	- Full Time, Fixed Term
Hours of Work	- 39 hours a week / 5 days
Annual Salary	- €40,000 per annum
Annual Leave	- 22 days per annum

In addition to the competitive salary of €40,000 gross per annum there are a range of other benefits including discounted gym membership and professional development opportunities. The above positions are based on the TUS Athlone Campus. You will be employed by College Support and Services CLG a wholly owned subsidiary of the Technological University of the Shannon.

To apply please e-mail your CV along with a cover letter outlining your suitability for the position to Paul Coburn, Commercial Manager at paul.coburn@tus.ie

Closing date is 5pm on Friday 7th August 2026