

BUSINESS PROJECT MANAGER – 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 Manager to join our team.

Reporting To	- Commercial Manager
Contract Type	- Full Time, Fixed Term
Hours of Work	- 39 hours a week / 5 days
Annual Salary	- €45,000 per annum
Essential Qualification	- Bachelors Degree Business or Project Management
Required Experience	- 3 years recent Project Management experience in a Service industry
Key Competencies	- Adaptability, Integrity, Multi-Tasking
Annual Leave	- 22 days per annum

Description of the Role: Working closely with the commercial manager and the operational management teams the Project Manager has overall responsibility for developing detailed project plans, timelines and budgets 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 management methodologies and tools
- ✓ Proficiency in reporting, data analysis and office software

Key Duties

- ✓ Identify project requirements, delivery timelines and costs
- ✓ Developing detailed project plans to guide operational management teams
- ✓ 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 contact for projects
- ✓ Additional duties as assigned the commercial manager.

In addition to the competitive salary of €45,000 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 13th March 2026