



Role: Delivery Support Administrator
Area: COO – Network Services
Sub-Area: Ops Production Support
Location: Dublin
Salary: Competitive
Duration: Permanent **Ref:** GNI084

Gas Networks Ireland operates and maintains Ireland's €3 billion, 14,758km national gas network, supplying reliable energy to more than 720,000 homes and businesses. The network delivers more than 30% of the country's total energy and 40% of its electricity generation.

We are dedicated to achieving net zero and advancing the energy transition through integrated planning and collaboration with the energy industry. To realise our vision and to be at the heart of Ireland's energy future, we are committed to transforming our network to achieve net zero carbon emissions onboarding biomethane and green hydrogen.

We have a proud legacy, and our values guide how we work every day - drawing on our experience, doing what's right for each other and our communities, and staying energised for the change ahead.

When you join Gas Networks Ireland, you become part of an organisation that invests in its people. We are committed to supporting your growth and wellbeing in a workplace where everyone can contribute and thrive.

The closing date for receipt of applications for this vacancy is **6th May 2026**, and applications submitted after this closing date will not be accepted.

The Role:

The Network Services function within Gas Networks Ireland is responsible for enabling efficient and customer focused work delivery by providing shared work management services across functions, delivering optimised levels of performance in work flow coordination, scheduling and dispatch, customer interfaces, clerical and mapping support.

The Workflow function within is responsible for enabling efficient and customer focused work delivery by providing shared work management services across functions, delivering optimised levels of performance in work flow coordination, scheduling and dispatch, customer interfaces, clerical and mapping support.

The Manual Job Progression Team within Workflow Management is responsible for updating the status on non electrical returns from site.

Duties and Responsibilities:

- Monitoring the return of all required manual paperwork from the field
- Progression non system related activities as they returned to the Workflow Centre

- Liaising with the other workflow teams to ensure work packs are issued from and return to the Workflow centre as required
- Using the Maximo system to reflect the status of non electric returns from site
- Using the Maximo system to identify what non electric forms need to be returned and following up in instances where returns are outstanding
- Quality Assessing all paperwork and entering all relating details on the relevant systems
- Progressing the Quality Assessed manual paperwork to the relevant departments
- Escalating the non return of the paperwork to the process owner
- Liaising with the contractor to ensure the timely return of paperwork
- Scanning and filling of manual documents as required
- Posting the scanned documents to Sharepoint
- Managing the achieving of all paperwork
- Raising risks and issues as appropriate to the relevant personal and Workflow Progression Manager
- Generating daily / weekly /monthly reports for the Workflow Progression Manager
- Other duties as assigned from time to time

Knowledge, Skills and Experience:

Essential Requirements

- At least 2 years' experience in a similar role.

Desirable Requirements

- Excellent knowledge of Maximo
- Understanding of construction project process
- Ability to work with others to ensure success in the performance of a team
- Excellent verbal and written communication skills with the ability to convey messages in a clear and sufficient manner
- Proven effective time management skills with the ability to prioritise and remain focused
- Flexible with regards working in a changing environment and the ability to adjust to new work structures, processes, and requirements as necessary
- Proactively identifying new areas of learning and using newly gained knowledge and skill on the job
- Striving for quality and ensuring consistent high standards of work

Equal Opportunities Employer

Gas Networks Ireland is an equal opportunities employer, committed to providing a diverse, inclusive, and supportive workplace. Through our ibelong framework, we work to ensure that everyone feels respected, valued, and able to contribute.

We welcome applications from all suitably experienced candidates, regardless of gender, age, racial or ethnic origin, membership of the Traveller community, religion or beliefs, family or civil status, sexual orientation or gender identity, or disability.

We also value diverse career journeys and warmly welcome candidates returning to the workforce or bringing non-linear experience, including transferable skills gained through life and professional pathways.

If you require any reasonable accommodations at any stage, please contact us at recruit@gasnetworks.ie and we will support you to ensure a positive and equitable candidate experience.

We offer hybrid working arrangements to help you balance work and life, and to support you in bringing your best to the organisation.

Gas Networks Ireland will only hold your data for as long as necessary. By providing a CV, you are agreeing for Gas Networks Ireland to process this information about you. If you have any queries about how Gas Networks Ireland processes your data, see our Privacy Notice or email dataprotection@gasnetworks.ie

