



CREWLINK IRELAND LIMITED



#JOB-2408401



Woodford Business Park, Unit 6.1, Turnapin

Little, Co. Dublin, D17 H670



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



21/08/2025



18/09/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [ckinsella@crewlink.ie](mailto:ckinsella@crewlink.ie)



Open your camera app & point here to view this ad online



## Training Administrator

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

#### Description

We are currently seeking to hire a Training Administration to join a friendly and fast-paced Training Department operating in the Aviation Industry based in our Training Centre in Dublin, Ireland.

#### Tasks

- Answering incoming calls; taking messages and re-directing calls as required.
- Dealing with email enquiries and action promptly.
- Flight booking for trainees and staff.
- Accommodation bookings for trainees and staff.
- Diary management and arranging appointments, booking meeting rooms and conference facilities.
- Data entry- maintaining Trainee data bases.
- General facility management.
- Attending School Introduction days in Dublin and abroad if required.
- Providing administration support to Training Centre Manager and Head of Department.

#### Requirements

- Good communication skills.
- Interpersonal skills.
- Problem solving skills; proactive approach.
- Punctuality and attention to details.
- Ability to work well under limited supervision.
- Teamwork and collaboration skills.
- Adaptability skills.
- Have a valid driver's license.
- Computer literate, proficient using Microsoft Suite.
- Previous office experience and understanding of office procedures and processes.

- Previous airline experience.
- Knowledge of additional European language.
- This vacancy is suitable for Remote/Blended working
- **Sector:** transportation and storage

#### **Career Level**

- Experienced [Non-Managerial]