



JOB PROFILE

Finds Assistant

A competent, enthusiastic **finds assistant** is required for an immediate start, initially for a 6 month period. The position is based in our Kells Office in Co Meath but may require travel to our sites and our other offices, so a driving licence is desirable.

The **finds assistant** will undertake the main duties as outlined below and will be flexible to undertake other work as may be assigned.

It is expected that you address all matters relevant to your role and department.

This role reports directly to the post-excavation officer.

Requirements:

- Excavation or retrieval of artefactual remains, setting out of site record in this regard, processing samples and any post sampling processing, analysis and record
- Handling, Processing , Labelling , Numbering, packaging Finds and data entry onto NMI database as required by Post Ex officer
- Recording inventory of finds
- Providing time estimates for the processing of finds.
- Develop efficiencies and maintain a status sheet on all finds matters that can be viewed by the post-excavation officer on a weekly basis.
- Informing post-excavation officer that materials are ready to be sent for analysis
- You will be required to be flexible to undertake such other work as may be assigned to you.

Desirable requirements

- A full and clean Driving Licence.

Closing date for return of application:

Noon, 13th January 2012.

By post:

Finds Assistant
Archaeological Development Services Ltd
96 University Street
Belfast
BT7 1HE

By email:

recruitment@adsireland.ie