



JOB PROFILE

Post-Excavation Officer

A competent, enthusiastic **post-excavation officer** 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 **post-excavation officer** 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 operations manager.

Requirements

- A strong and experienced Archaeological background to senior archaeological Level
- Excellent understanding of Irish archaeology.
- Proven ability in the compilation of post excavation budgets
- Proven ability in bringing post excavation works in on time and in budget
- Ability of taking the post excavation requirements of a project from start to finish and completing on time and to requirements.
- Experience in pursuing outstanding items of work with a view to bringing them to a successful and swift conclusion.
- Ability to undertake finds and soils processing as required by operations manager
- Time management skills with regard to working on several projects concurrently.
- To be proactive in bringing new ideas relevant to this area to the attention of the Operations Manager and other relevant stakeholders in the business.
- Ability to work under both own initiative and as part of a team.
- Ability to communicate well with both work colleagues, outside specialists and the public
- You will be required to be flexible to undertake such other work as may be assigned to you.
- To liaise with senior management on business development and participate as required in other unit based activities.

Desirable requirements

- A full and clean Driving Licence.

Closing date for return of application: Noon, 13th January 2012.

By post: Post-excavation officer
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Belfast
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By email: recruitment@adsireland.ie