

<b>Job Title:</b>	People Overseas Administrator
<b>Grade:</b>	Level C
<b>Department:</b>	People Overseas
<b>Division:</b>	People & Global Markets
<b>Reporting To:</b>	Senior Executive – International Compensation, Benefits & Mobility
<b>Location:</b>	East Point, Dublin
<b>Job Reference:</b>	<b>009.EI.26E</b>
<b>Salary:</b>	<b>€31,545</b>
<b>Closing Date:</b>	<b>6<sup>th</sup> March 2026</b>

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**Applicants must have employment eligibility to work in Ireland and be available to work in the Enterprise Ireland location specified for the role.**

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## **Background**

Enterprise Ireland's remit is to accelerate the development of world class Irish companies to achieve leading positions in global markets. Our clients, employing over 230,000 people across Ireland, make a significant contribution to the Irish economy. Our 2025-2029 strategy focuses on supporting Irish business to accelerate sustainably and increase their contribution to economic growth. The environment in which we and Irish businesses operate is constantly changing and Enterprise Ireland must be resilient and proactive in managing these risks and opportunities.

## **Role Purpose**

The People Overseas Administrator will work closely with members of the People Overseas team to provide a high-quality, efficient, and effective HR service to Enterprise Ireland's international colleagues across the globe. This role involves taking responsibility for key aspects of the international compensation and benefits and mobility function's and will be responsible for delivering an effective administration service across a range of HR activities.

## **Key Deliverables**

- Support the international mobility function within the team, which includes administering and coordinating relocations for EI employees taking up or returning from roles in the overseas network. This will involve engaging closely with our colleagues and our third-party service provider to provide guidance and advice on relocation and repatriation processes, procedures, policy specifications, as well as administration/verification of expense claims, answering queries, and follow-up duties as appropriate.
- Support the management of Enterprise Ireland's international employee remuneration system, including the processing of increments.
- Continuously review internal HR payroll procedures and maintain ongoing effective collaboration with Enterprise Ireland's Finance Department to ensure that systems and processes are kept up-to-date and meet payroll deadlines.
- Support the annual review of expatriate and international graduate allowances.
- Support the Senior Executive – International Compensation, Benefits & Mobility with pay-related paperwork for all new appointments, promotions, transfers, resignations, etc. ensuring salary adjustments are applied accurately.
- Provide administration and operational support across the following areas:
  - Review and process information for Overseas employees to support implementation of payroll changes in a timely manner.

- Maintain and update our HR System in an accurate manner to ensure that appropriate employee records and payroll adjustments are generated and maintained accurately and on-time.
- Producing accurate and timely reports from relevant sources including the HR System.
- Assisting the drafting and updating of HR policies, processes, and procedures, and assisting in their communication and consistent application
- Contribute to and participate in HR services procurement, the administration of same and ongoing relationship and contract management e.g., for services such as relocations, global health, recruitment, occupational health, etc. This will include working as part of assigned teams within the department to review specific service requirements as they arise for tendering, inputting into the development and publication of tender documentation, participation on evaluation panels and provision of ongoing administration and contract management support for assigned services.
- Assist the recruitment function of the People Overseas Department which may include but is not limited to participation with interviews for administrative roles, reference checks etc.
- Continuously build own knowledge, skills, and experience across the team to provide back-up support to colleagues on key administration and operational functions as required.
- Collaborate with the Global Markets division on the development, implementation, and delivery of assigned LEAN and/or strategic projects as required.
- Develop and maintain relationships with relevant internal and external stakeholders, including teams across Finance and IT, alongside relevant contacts in third-party contract partners, to ensure the delivery of a professional and client-focused service.

#### **Functional Competencies (Key Skills & Knowledge)**

- Previous administration experience - ideally in a HR setting - is essential.
- Excellent planning and organisation skills, with demonstrated ability to manage multiple demands and competing priorities is essential.
- Demonstrated experience in handling confidential and time-sensitive information with a high degree of accuracy, coupled with strong numerical skills is essential.
- Demonstrated evidence of robust IT literacy (i.e., MS Office skills including Outlook, Word, Excel, and PowerPoint) is essential, coupled with an ability to learn new technologies and Enterprise Ireland's specific software systems (e.g., Core HR and Oracle).
- Ability to communicate clearly, confidently, and effectively, both verbally and through written communication.
- Strong interpersonal and team collaboration skills.
- Sound judgement, professionalism, confidentiality, and discretion.
- Knowledge of purchasing procedures and associated administration activities is desirable.
- A third-level qualification is desirable.

## **Enterprise Ireland Behavioral Competencies**

### **Results Focused**

The ability to be outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

### **Innovation and Risk-Taking**

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

### **Problem Solving and Decision-Making**

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

### **Client Focused**

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and EI strategy.

### **Communicating with Impact to Influence Others**

Communicates in a manner that will persuade, convince, and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

### **Teamworking**

Co-operates with colleagues, shares information, and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation, and the client.

### **Embracing & Leading Change**

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

### **Acting / Leading with Integrity**

Communicates the EI purpose, values, and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others.

### **Networking**

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

### **Developing Yourself & Others**

Creates an environment that enables you and others to excel in terms of job performance.

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## **Salary Scale**

### **€31,545 to €58,019 per annum contributory superannuation**

Rising to €61,817 by long service increments.

### **€30,253 to €55,266 per annum non-contributory superannuation**

Rising to €58,836 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

**\*\*Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. \*\***

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### **Application and Selection Process**

The selection process may include short-listing of candidates. The selection criteria will be based on the essential requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (template attached - maximum 2 pages) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of your supporting document accompanying your CV.

To apply for the position, send a detailed CV and a completed supporting document quoting reference number **009.EI.26E** to [talentacquisition@enterprise-ireland.com](mailto:talentacquisition@enterprise-ireland.com) to be received by **Friday, 6th March 2026**.

N.B. All correspondence will be acknowledged in writing by the Talent Acquisition Team within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact [talentacquisition@enterprise-ireland.com](mailto:talentacquisition@enterprise-ireland.com).

**ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON FRIDAY, 20<sup>th</sup> FEBRUARY 2026.**

**Enterprise Ireland is an equal opportunities employer**

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