

Title: Assistant Market Adviser
Business Unit: Global Markets
Reporting to: Manager Nordic Region, Stockholm
Salary: SEK 566,908 (*Candidates should note that entry will be at the minimum of the relevant scale*)
Location: Stockholm
Contract Duration: This contract is of an indefinite duration.
Job Reference: 023.EI.26E
Closing Date: Wednesday 11th March 2026

Applicants must have the legal right to live and work in the location.

Enterprise Ireland is the Irish Government's trade and innovation development agency working with entrepreneurial Irish businesses of all sizes to grow and scale in international markets. Our purpose is to secure the future of communities across Ireland through the sustainable development and growth of these businesses. We achieve this through our sector approach, innovation & capability supports in Ireland and our international network of over 40 offices. The organisations 'Delivering for Ireland, Leading Globally (2025-2029)' strategy aims to put Irish enterprises at the forefront of creating solutions for global challenges while delivering sustainable prosperity throughout Ireland.

Ireland's success and resilience is built on a foundation of innovative, internationally orientated Irish businesses and entrepreneurial talent. In 2024, our clients (Irish companies) achieved the highest exports ever recorded. The Nordic Region was the fastest growing region for Irish exporters globally reaching €2.1bn in exports. The Nordics is strategically important for Irish companies and a priority region within our European single market strategy.

Enterprise Ireland is a global organisation with 40 overseas offices working collaboratively together. In the Nordics, Enterprise Ireland has a team of 11 people across two offices in Stockholm and Copenhagen. Sector/market specialists collaborate with colleagues in Ireland and internationally to support company export growth and expansion.

To understand more about the diversity of activities and sectors covered by Enterprise Ireland as an organisation, please visit our website at www.enterprise-ireland.com.

The Role:

We are recruiting an Assistant Market Advisor in Stockholm, to join our ambitious Nordic team. The successful candidate will support the Nordic Region manager with general administration tasks and the day-to-day operations of Enterprise Ireland's Stockholm and Copenhagen offices. The Assistant Market Advisor will also support key strategic and group projects, marketing & PR initiatives and market research and insights in order to deliver an outstanding service for clients.

The role is based in Stockholm and covers activity across the Nordic Region.

Key Deliverables:

Office Administration Support for the Stockholm & Copenhagen Offices

- Support the office manager with general office administration tasks as required.
- Maintain and manage supplier and creditor accounts; includes invoice generation, account reconciliation and processing of payments. Manage supplier agreements and subscriptions.
- Manage monthly cash flow control & requesting funds from HQ in Dublin.
- Prepare, review and submit monthly account statements to HQ in Dublin.

- Manage the ongoing relationship with payroll providers in Sweden and Denmark and submit information regarding staff sick leave, pension and/or salary changes to the relevant payroll provider for processing of salaries.
- Set up payments and submit tax declarations.
- Oversee office procurement requirements using Oracle system.

Events, Marketing & PR

- Coordinate marketing and PR activity across the Nordic team including building the social media presence and aligning this to the Nordic strategy
- Work closely with colleagues in the Nordic team to support the delivery of their sales and marketing programmes seamlessly and effectively
- Work with the Nordic Manager and team to plan and deliver activities and events including trade missions, trade fairs, seminars, webinars, workshops.
- Deliver an effective Nordic Marketing & Communications programme – lead engagement with Marketing-Communications team in HQ in Ireland
- Manage and co-ordinate CRM engagement for events and measure success/impact
- Create and manage event content and materials including presentations, brochures and videos
- Analyse, plan and evaluate marketing campaigns and ensure branding guidelines are adhered to.
- Work collaboratively and in a professional manner with colleagues in the Nordic offices, Enterprise Ireland's global overseas network and Ireland colleagues.
- Help to represent Enterprise Ireland in the broader media, business and commercial environment and portray a positive image of Ireland as an international supply source.

Market Research and Strategic Projects

- Support the Nordic Manager on strategic projects in the region including analysis of data and developing reports
- Research including emerging opportunities, trends and changing market dynamics
- Update market briefs, liaising with other departments and agencies where necessary
- As requested, and guided by the local Manager and team, undertake individual client assignments and market research as needed.

Functional Competencies:

- Strong administration and budget management skills is **essential**.
- Experience in project/event management or marketing is **essential**.
- Fluency in English and at least one Scandinavian language is **essential**.
- Experience working with data, Excel, the main office computer applications and Salesforce/another CRM is desirable.
- Well organised with a high level of attention to detail and a desire to deliver excellence.
- Ability to work both collaboratively and independently in a high paced environment with a strong ability to multi-task.
- Excellent interpersonal and communication skills.
- Market research and knowledge of marketing principles.
- Results orientation and "can-do" attitude.
- Planning, time management and proven project management skills.
- Ability and willingness to travel throughout the Nordic Region and Ireland.
- A 3rd level business qualification or related qualification is desirable.

Enterprise Ireland Behavioural Competencies:

Results Focused

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

Embracing & Leading Change

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

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 Enterprise Ireland strategy.

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.

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.

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 others to excel in terms of job performance.

Acting / Leading with Integrity

Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas.

Salary:

SEK 566,908 - SEK 652,249

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.

Application and Selection Process:

The selection process for this position may include short-listing of candidates. The selection criteria will be based on the 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 (maximum 2 pages) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting **023.EI.26E** reference number to marianne@incluso.se to be received no later than **Wednesday 11th March 2026**

ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON WEDNESDAY 25th FEBRUARY 2026.

Enterprise Ireland is an equal opportunities employer.

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