

Title:	Executive Assistant (Talent Acquisition)
Grade:	Level B
Division/Departments:	People Services
Reporting to:	Talent Acquisition Manager
Location:	East Point, Dublin
Job Reference:	035.EI.26E
Salary:	€28,077

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

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. Enterprise Ireland's (EI) strategy for the period 2025 – 2029 will focus on supporting Irish businesses to accelerate sustainably and increase their contribution to economic growth. The environment in which Irish businesses operate is constantly changing, and business needs to be innovative and ambitious to succeed. Our 5-year strategy sets out how we will support Irish businesses to START, COMPETE, SCALE and CONNECT to deliver jobs across Ireland and impact globally.

Role Purpose

Enterprise Ireland is seeking to recruit a proactive and detail-oriented Executive Assistant to provide administrative support services to the Talent Acquisition Centre of Excellence team. This role will support the Talent Acquisition team and the broader People teams to deliver on their strategic objectives by providing a comprehensive administrative support service, ensuring that the department's administrative tasks are handled efficiently and effectively. The successful candidate will support our recruitment team in delivering an exceptional candidate experience and ensuring smooth hiring processes. This role is ideal for someone looking to develop a career in HR and recruitment, with opportunities to learn and grow within the organisation.

Key Deliverables

- Provide an executive assistant support service to the Talent Acquisition Centre of Excellence team and the People team.
- Schedule interviews and coordinate calendars across a range of stakeholders.
- Prepare and organise recruitment-related documents, i.e. job descriptions, interview guides, etc.
- Maintain accurate candidate records on Enterprise Ireland's Applicant Tracking System.
- Engage and communicate with a range of internal and external stakeholders through face-to-face and online channels, always maintaining professionalism.
- Maintain recruitment-related files and records and play a key role in tracking recruitment metrics for reporting purposes.
- Process relevant invoices and purchase orders on Oracle Fusion.
- Assist in ensuring recruitment processes comply with company policies and legal requirements.
- Play an active role as a key contributor to the team and provide administrative support for key projects from time to time.

Functional Competencies (Key Skills and Knowledge)

- Experience of providing robust administrative support and organisational skills, preferably to a recruitment function, is essential.
- Demonstrated evidence of strong computer literacy and typing/keyboard skills (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint) are essential, coupled with an ability to learn new technologies, for example, an applicant tracking system, is essential.
- Demonstrated skills and experience in processing data and information with accuracy and attention to detail are essential.
- Strong oral and written English communication skills with an ability to engage and interact effectively with stakeholders are essential.
- Skills and experience in operating and continuously improving business processes and systems.
- Demonstrated ability to prioritise tasks and manage work efficiently to strict deadlines.
- General understanding of Enterprise Ireland's role, structures and services.
- Sound judgement, professionalism, confidentiality and discretion.
- Willingness to be trained in recruitment tasks, including interviewing, reference checking and shortlisting.
- Willingness to take on other key projects as may be assigned from time to time.
- Strong interpersonal skills and ability to positively contribute to the work of a busy team.
- A relevant qualification, e.g., in HR Management or a similar discipline, 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.

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 Enterprise Ireland 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

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.

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.

Salary Scale:**€28,077 to €45,979 per annum contributory superannuation**

Rising to €47,289 and €48,616 by long service increments

€27,004 to €44,029 per annum non-contributory superannuation

Rising to €45,276 and €46,535 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. **

Application and Selection Process:

The selection process 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 essential functional competencies outlined in the job description. This should be presented in the mandatory supporting document using the standard template attached (maximum 2 pages) to accompany your CV.

To apply, please send your **CV and completed supporting document**, quoting reference number **035.EI.26E** to enterpriseireland@osborne.ie to be received on or before **Thursday 2nd April 2026**. Any queries please contact **Mia Craddock** at **01 638 4400**.

ISSUED BY THE HR DEPARTMENT ON MONDAY, 16TH MARCH 2026

Enterprise Ireland is an equal opportunity employer

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