Graduate Opportunity

Title:	Graduate, Legal Unit, Direct Investment Portfolio (2025 to 2027 cohort)
Department:	Direct Investment Portfolio
Reporting to:	Department Manager – Direct Investment Portfolio
Location:	Eastpoint, Dublin
Salary:	Year 1: €34,764 Year 2: €36,472
Duration:	This is a fixed-term contract commencing January 2026 until August 2027.

Role Purpose

Enterprise Ireland is one of the most active and dynamic early-stage investors in Europe. The Legal Unit of the Direct Investment Portfolio Department is tasked with implementing:

- Decision to invest in client companies.
- Decisions made by Enterprise Ireland in the management of its investment portfolio and actions taken by Enterprise Ireland as a shareholder/investor (issuing consents, divestments, restructures etc).

The Graduate will support the team in these activities, developing skills in drafting, reviewing and negotiating contracts. They will be tasked with managing their own caseload, that will progress in complexity as these skills develop.

<u>Key Deliverables:</u>

- Draft, finalise, and prepare legal agreements, consent letters, and related documents by utilizing templates as guides. Negotiate terms, reach agreements, and exchange final documents with clients and their legal advisors, ensuring that all commercial decisions are accurately represented.
- Review legal documentation and record key terms in approval documents to support the decision-making process.
- Support and coordinate Enterprise Ireland's Direct Investment Portfolio legal team's reporting responsibilities by compiling reports, organizing data, maintaining accurate records, and ensuring investment and portfolio activities are updated in the Department's information systems
- Provide support to the wider team in the Legal Unit and wider Direct Investment Portfolio Department as required.

Functional Competencies (Key Skills and Knowledge):

- Good analytical skills with strong attention to detail is essential.
- Ability to communicate clearly, confidently, and effectively both verbally and through written communication, including report writing and presentation skills is essential.
- Strong organisational and administrative skills and ability to handle a caseload is essential.
- Ability to work on own initiative and respond to tight deadlines is essential.
- Demonstrated experience of reviewing, summarising, and drafting contracts is a distinct advantage.
- Ability to develop an understanding of EI's investment policies and processes.
- Proficient in computer applications and technology, demonstrating comprehensive digital literacy.
- Native or fluent English is required.
- Knowledge and experience of Irish indigenous industry/companies is desirable.

To be eligible for our National Graduate Programme 2025 - 2027, applicants must meet the following essential criteria:

- We look for strong academic performance, a minimum of a (level NFQI Level 8) 2.2 degree in law or a degree with a significant legal component including company law.
- You must have completed your degree between January 2023 and August 2025.
- Eligibility to work under an Irish contract of employment for the duration of the contract i.e. January 2026 - August 2027.

To apply for this position, please send your CV to: graduates@enterprise-ireland.com by Tuesday, 18th November 2025.

N.B. All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact **graduates@enterprise-ireland.com.**

ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON 05 NOVEMBER 2025

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