



Title: Legal Administrator
Grade: Level C
Department: Direct Investment Portfolio
Business Unit: Investment Solutions
Reporting to: Team Leader / Senior Legal Advisor
Location: East Point, Dublin
Job Reference: **011.EI.26E**
Salary: **€31,545**
Closing Date: **19th March 2026**

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 nationally and regionally.

Our strategy, 'Delivering for Ireland, Leading Globally 2025-29', is focused on supporting Irish business to accelerate sustainably and increasingly contribute 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 business to START, COMPETE, SCALE and CONNECT to deliver jobs across Ireland and impact globally.

Role Purpose

The Investment Solutions Division is responsible for delivering Enterprise Ireland's (EI's) direct and indirect equity supports through direct investments and as a Limited Partner in venture funds. Within this Division, the Direct Investment Portfolio Department manages and oversees EI's investment portfolio in line with targets set by EI's Investment Portfolio Review Committee (IPRC).

As part of the Direct Investment Portfolio Team, the Legal Administrator plays a key role in supporting the Department's Legal Advisors (both internal and those appointed under the Legal Services Framework). Working closely with both Investment and Legal teams, the Legal Administrator provides support to enable effective portfolio management and achieve departmental objectives.

The role primarily involves coordinating legal documentation to accurately reflect EI's equity funding decisions. These decisions typically arise when EI, as an investor, consents to matters such as amendments to negotiated agreements, funding rounds, trade sales, or company reorganisations.

Key responsibilities include liaising with external legal service providers to prepare and issue timely legal instructions, coordinating on investment-related processes, ensuring compliance with procedures and managing the completion of routine investment drawdowns and portfolio maintenance matters.

Key Deliverables

- Engage with EI's external legal services providers, providing clear and timely instructions on assigned tasks.

- Provide support in the completion of equity investments and related matters, including raising investment payments, coordinating document execution and updating EI systems.
- Conduct audits of completed transaction files returned by EI's external legal services providers.
- Assist in administering and overseeing the Department's budget for legal services, including reviewing and confirming submitted invoices.
- Provide support to EI's Direct Investment Portfolio team by recording completed transactions on the Department's OPEQ system, collating reports, managing data and maintaining accurate records and files.
- Communicate updates on EI's equity policy, standard approach and template agreements to EI's external legal services providers.
- Assist with the drawdown process for basic investments and consent matters.
- Provide administrative support for key projects as assigned from time to time.

Functional Competencies (Key Skills and Knowledge)

- Excellent administrative, coordination and organisational skills and experience, with the ability to structure and manage work effectively in a fast-paced environment is essential.
- Strong attention to detail and accuracy, ensuring high standards in the preparation, review and maintenance of documentation, data and records is essential.
- Ability to manage competing priorities under tight deadlines, demonstrating flexibility, resilience and a cooperative approach in the effective management of workload and priorities is essential.
- Strong oral and written communication skills in English, with the ability to communicate clearly, confidently and effectively.
- Strong interpersonal skills, with the ability to contribute positively to a busy team environment.
- Ability to work independently using sound judgment, take initiative, and make decisions on tasks/projects as required.
- Ability to develop a solid understanding of EI's investment policies, legal documents, and processes.
- Willingness to work collaboratively and proactively across Investment Solutions and the wider EI team, taking on additional tasks as needed.
- Proven computer literacy, including MS Office (Outlook, Word, Excel, PowerPoint, SharePoint) and the ability to learn new technologies and systems.
- Understanding of legal contracts is an advantage.
- A third-level qualification or progress toward a relevant business 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.

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:

€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. **

Application and Selection Process:

The selection process may include shortlisting of candidates. The selection criteria will be based on the functional competency requirements listed as essential for the position. It is therefore important that you demonstrate 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 – see template provided) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **011.EI.26E** to TalentAcquisition@enterprise-ireland.com to be received on or before **Friday 19th March 2026**.

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 TalentAcquisition@enterprise-ireland.com

ISSUED BY THE PEOPLE IRELAND DEPARTMENT, ENTERPRISE IRELAND ON FRIDAY 27th

FEBRUARY 2026

Enterprise Ireland is an equal opportunities employer

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