

<b>Title:</b>	<b>Executive Assistant, London</b>
<b>Business Unit:</b>	Global Markets
<b>Reporting to:</b>	<b>UK Manager, London</b>
<b>Salary:</b>	<b>£37,437</b>
<b>Location:</b>	London
<b>Duration:</b>	This post is being offered on the basis of a fixed term local contract until <b>February 2027 (Maternity Cover)</b>
<b>Job Reference:</b>	<b>EI.016.26E</b>
<b>Closing Date:</b>	<b>Friday 13<sup>th</sup> February 2026</b>

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

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**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. A global organisation with 40 overseas offices working collaboratively, in the UK Enterprise Ireland has a team of 32 people across two offices in London and Manchester. Specialists with deep market expertise work and collaborate with colleagues in Ireland and internationally to support our client companies' export growth and expansion.

To learn more about EI please visit our website at [www.enterprise-ireland.com](http://www.enterprise-ireland.com), check our socials or write to us.

**The Role:**

We are recruiting an Executive Assistant in London who will carry out PA duties for both the Regional Director and UK Manager and undertake general office administration tasks. They will also assist the Regional Director, UK Manager and the wider UK team to deliver client services, support organisational projects and promote the work of the team and our clients.

**Key Deliverables:**

**Office Administration:**

- Carry out PA duties for Regional Director and London-based UK Manager (diary management, bookings etc.) as required.
- Support the UK Manager with general office administration tasks as required.
- Ensure there are documented manuals/procedures/contacts to ensure smooth running of all UK offices.
- Ensure smooth handling of all matters in relation to outsourced pension and payroll providers.
- Support administrative tasks for onboarding new colleagues to the UK team.

- Provide budgetary overview and reporting support to UK Managers.
- Understand all internal systems in order to provide back-up support if required for holiday or illness cover for matters in relation to suppliers, bank payments, requesting funds from HQ in Dublin and facility management.
- Manage Health & Safety and ROPA projects across the UK offices.
- Update and manage documentation and reports, allowing the Regional Director, UK Manager and UK team to work efficiently and effectively.
- Work collaboratively and helpfully with EI colleagues in the UK offices and globally.

### **Functional Competencies**

- Exceptional secretarial, organisational and administration skills is essential with a desire to deliver excellence.
- Ability to work both collaboratively and independently in a high paced environment with a strong ability to multi-task is essential.
- Demonstrated ability to prioritise tasks and manage work efficiently to strict deadlines is essential.
- Demonstrated evidence of robust computer literacy and typing/keyboard skills (i.e., MS Office skills including Outlook, Word, Excel and PowerPoint) with a demonstrated ability to produce high-quality, professional PowerPoint presentations, is essential together with the ability to learn new technologies and use Enterprise Ireland's specific software systems.
- Excellent accuracy and attention to detail with the ability to process data efficiently is essential.
- Results orientated and a motivated "can-do" attitude.
- Excellent interpersonal and communication skills.
- Diplomatic and discrete with the ability to handle highly sensitive information.
- Strong project management skills.
- Market research and marketing knowledge are desirable.
- Broad understanding of Enterprise Ireland's role, structures and services and an interest in the development and growth of Enterprise Ireland's client companies is desirable.
- Willingness to take on other key projects as may be assigned from time to time.
- A relevant qualification e.g., in secretarial, administration, office skills 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 client 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**

**£37,437 - £43,073**

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.

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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 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 the supporting document accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting **EI.016.26E** reference number to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) to be received no later than **Friday 13<sup>th</sup> February 2026**.

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 [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com)

**ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON FRIDAY 30<sup>th</sup> JANUARY 2026**

**Enterprise Ireland is an equal opportunities employer.**

[\*\*Recruitment Data Protection Statement | Enterprise Ireland \(enterprise-ireland.com\)\*\*](#)