

<b>Title:</b>	Executive Assistants (Various Roles)
<b>Grade:</b>	Level B
<b>Division/Departments:</b>	Various
<b>Reporting to:</b>	Department Manager/Team Leader
<b>Location:</b>	East Point, Dublin
<b>Job Reference:</b>	<b>EI.032.25E</b>
<b>Salary:</b>	<b>€27,304</b>

## **Background**

Enterprise Ireland is the Irish Government's enterprise development agency. We invest in and support the development of Irish-owned companies on their journey to achieving greater scale and to become global leaders in their field. This provides a platform for strong economic growth and creating and sustaining jobs in communities around the country. Our teams in Ireland and across our network of 39 international offices help Irish companies to develop high-growth strategies and enter new markets with innovative and sustainable solutions.

## **Role Purpose**

Enterprise Ireland is seeking to recruit Executive Assistants to provide executive assistant/administration support services to a number of departments within the Agency. The role of an Executive Assistant is to support one or more departments within Enterprise Ireland to deliver on their strategic objectives by providing a comprehensive administrative support service, ensuring that the departments' administrative tasks are handled efficiently and effectively. The successful candidate will work closely with management and team members within the relevant departments and will be responsible for delivering a range of diverse administrative activities. The Executive Assistant's duties will incorporate a range of the deliverables set out below depending on the departments' requirements.

## **Key Deliverables**

- Provide an executive assistant support service to the Department Manager including diary management, filing and organising one-to-one/team meetings.
- Provide day-to-day administrative support services to colleagues within the assigned department as required.
- Engage and communicate with a range of internal and external stakeholders through face to face and online channels maintaining professionalism at all times.
- Support the set up and maintenance of the department's files and records. This may include creating and updating spreadsheets and data bases.
- Plan and organise meetings, events and initiatives. This may include supporting the delivery of a range of Enterprise Ireland's programmes, panels and support schemes and may include organising and co-ordinating travel, accommodation and other logistics with key providers as required.
- Process relevant invoices and purchase orders on Oracle Fusion.
- 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)**

- Robust executive assistant/administration and organisational skills, with relevant experience is essential.
- Demonstrated evidence of strong computer literacy and typing/keyboard skills (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint) is essential, coupled with an ability to learn new technologies and use of Enterprise Ireland's systems.
- Demonstrated skills and experience in processing data and information with accuracy and attention to detail is essential.

- Strong oral and written English communication skills with an ability to engage and interact effectively with stakeholders is essential.
- Skills and experience in operating 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 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 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 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:****€27,304 to €45,029 per annum contributory superannuation**

Rising to €47,640 by long service increments

**€26,242 to €43,098 per annum non-contributory superannuation**

Rising to €45,579 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. \*\*

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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 one of these positions, send a detailed CV and completed supporting document quoting reference number **EI.032.25E** to [enterpriseireland@osborne.ie](mailto:enterpriseireland@osborne.ie) or contact Louise Morrison-Baynes on **01 638 4400**.

**Enterprise Ireland is an equal opportunity employer**

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