

Opportunity

Title: Assistant Executive – Personal Assistant
Grade: Level C
Directorate: Executive Director
Backup Support to CEO office
Reporting to: Member(s) of SLT
Location: East Point, Dublin
Job Reference: EI.100.25E
Closing Date: Wednesday 6th August 2025

Applicants must have the legal right to live and work and be available to work in the location

Role Purpose

To provide Personal Assistant (PA) services to the Senior Leadership Team within Enterprise Ireland by providing a comprehensive and efficient clerical and administration support service. The successful candidate will work closely with the Executive Director and will be responsible for delivering a diverse range of clerical and administration activities as outlined below. The Assistant Executive – Personal Assistant role will also be expected to provide similar PA duties across EI Directorates, including backup support to the CEO's Office, as requested.

Key Deliverables

- Operate a professional and proactive Personal Assistant service that delivers efficient diary management and incorporates all scheduling and forward-planning activities aligned to their participation at meetings, committees, events and other business engagements.
- Act as the first point-of-contact with a diverse range of internal and external stakeholders and provide a professional and courteous telephone and face-to-face / meet and greet communications service for them including handling and filtering of requests and queries and ensuring appropriate follow-up with these stakeholders on a range of business affairs.
- Set up and maintain appropriate systems, processes and practices for managing a large volume and range of print and online correspondence, documentation, papers and files/records for the Senior Leadership Team and wider team.
- Act as principal liaison person for the Executive Director / Senior Leadership Team by engaging with relevant managers and staff within the Directorate and the wider Organisation, to ensure that correspondence, emails and all business enquiries and requests are proactively logged, directly responded to or directed as appropriate and progressed to conclusion.
- Co-ordinate, organise and administer individual and group meetings/events with a range of internal and external stakeholders, including ensuring that the Executive Director / Senior Leadership Team are equipped with all necessary information and that all associated arrangements and logistics are in place.
- Provide research support as appropriate to gather data and information for input into Committee papers, presentations and reports, coupled with designing and maintaining suitable databases, spreadsheets etc and creating presentation collateral via PowerPoint etc.
- In conjunction with the Executive Director / Senior Leadership Team, process the accurate submission and completion of travel and expenses claims on a regular basis, coupled with administering relevant budgeting and Oracle purchasing activities for the area as required.
- In conjunction with the Executive Director / Senior Leadership Team monitor the management planning and scheduling of leave, particularly at peak times to ensure business needs are met.
- Provide administration and PA services support as requested, particularly PA support to the CEO's office and other Executive Directorates.

Functional Competencies (Key Skills and Knowledge)

- Robust experience of working in a PA/administration role supporting senior or middle management level is essential.
- Demonstrated organisational skills and experience in managing diary commitments; in establishing and maintaining effective administrative systems and processes and in coordinating meetings or events participation on behalf of a director, manager or management team is essential.
- Proven capacity to manage multiple demands and competing priorities to tight deadlines is essential.
- Excellent keyboard skills and a robust proficiency in all MS Office packages particularly Outlook, Word, Excel and PowerPoint is essential and an ability to learn other EI technologies and systems as may be required.

- Demonstrated experience of handling business relationships and a variety of communications engagements (phone or face-to-face) across a diverse range of stakeholders and at all levels is essential, coupled with experience of acting as liaison or point-of-contact on behalf of a director, manager or management team.
- Sound judgement, professionalism, confidentiality and discretion.
- Good understanding of EI's role, structures and services.
- Excellent accuracy and attention to detail with the ability to process data and information efficiently.
- Strong writing and oral communication skills with an ability to engage and interact effectively across all levels in a busy environment.
- Strong interpersonal skills and ability to positively contribute to the work of a busy team and willingness to take on other key projects as may be assigned from time to time.

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:

€31,233 to €57,445 per annum contributory superannuation

Rising to €59,318 by long service increments.

€29,953 to €54,719 per annum non-contributory superannuation

Rising to €56,483 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 requirements for the position. This should be contained in a short document (maximum 2 pages – template attached) 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 reference number **EI.100.25E** to hrconnect@enterprise-ireland.com to be received **no later than Wednesday 6th August 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 hrconnect@enterprise-ireland.com

ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON TUESDAY 15th July 2025

Enterprise Ireland is an equal opportunities employer

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