

Title: Executive Assistant – Facilities
Grade: Level B
Division: People Operations, Facilities, and Internal Sustainability
Reporting To: Facilities Manager
Location: East Point, Dublin
Job Reference: **EI.106.25E**
Closing Date: **Thursday, 7th August 2025**

Role Purpose:

The Facilities team looks after various services for Enterprise Ireland including the management of buildings and leases for the 10 properties based in Ireland and a global suite of 42 overseas offices. The Facilities team ensures that the accommodation, services and facilities for all offices are appropriate for carrying out the business of Enterprise Ireland. This includes property maintenance for owned and leased properties, cleaning, security, reception and other facility related services.

The team also manages Health and Safety, Insurance and Travel services for Enterprise Ireland and is a key partner in the delivery of Enterprise Ireland's internal sustainability goals.

The Executive Assistant is a key member of this high performing team, providing administrative support to the Facilities Manager in a wide ranging and interesting set of deliverables as detailed below.

The successful candidate will have the opportunity to develop their career in Enterprise Ireland with educational opportunities and opportunities to participate in various project teams.

Key Deliverables

- Support the Facilities Supervisor in the delivery of facility management services.
- Provide administrative support to the Facilities Manager in updating Standard Operating Procedures for the team.
- Support reception and switchboard personnel ensuring that the reception area is presented professionally at all times.
- Provide backup support for other members of the Facilities team during absences, covering areas such as archiving, post-delivery/collection, event and meeting room setup, and other duties as required.
- Undertake administrative duties related to facility maintenance, such as reviewing and filing reports, maintaining and reviewing expenditure with the Facilities Manager to ensure budget compliance, and entering performance metrics data for key contractors and updating the action register.
- Assist the Facilities Supervisor in co-ordinating weekly meetings with Enterprise Ireland's Facilities Management Services and Restaurant providers.
- Raise requisitions for flights and accommodation for Enterprise Ireland staff members.
- Undertake other relevant duties as assigned from time to time.

Key Functional Competencies (Key Skills and Knowledge)

- Proven skills and experience of working in a busy administrative role is essential.
- Previous experience of using Microsoft Office or similar packages is essential.
- Excellent organisational skills are essential.
- Ability to work collaboratively within a facilities team environment is essential.

Enterprise Ireland Behavioural Competencies**Results Focused**

The ability to be 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 look out 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 EI 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.

Networking

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Acting / Leading with Integrity

Communicates the EI purpose, values and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others

Developing Yourself & Others

Creates an environment that enables you and 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. ****

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 supporting 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 your supporting document accompanying your CV.

To apply for the position, please send a detailed CV and supporting document quoting reference number **EI.106.25E** to enterpriseireland@osborne.ie to be received **on or before Thursday, 7th August 2025**.

ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON THURSDAY, 17TH JULY 2025

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