

<b>Title</b>	Executive Assistant
<b>Grade</b>	Level B
<b>Department</b>	NorthEast and NorthWest
<b>Division</b>	Regions and Entrepreneurship
<b>Reporting to</b>	Regional Director
<b>Location</b>	Dundalk
<b>Job Reference</b>	EI.051.22E

### **Role Purpose**

To support the NorthEast and NorthWest regional team within Enterprise Ireland to deliver on their strategic objectives by providing a comprehensive secretarial and administrative support service, ensuring that the Department's administrative tasks are handled efficiently and effectively. The successful candidate will work closely with management and team members and will be responsible for delivering a range of diverse secretarial and administration activities.

### **Key Deliverables**

- Provide effective administrative support to the Regional Director including scheduling and managing diary and appointments, supporting the preparation of documents and presentations and organising one-to-one/team meetings
- Provide administration support service to managers and colleagues as follows:
  - Provide general administration services to the team
  - Respond to general telephone, email and face-to-face enquiries.
  - Support the set-up and maintenance of the Department's files and records.
  - Create and update databases and spreadsheets to include collating, entering, processing and verifying a range of data and information.
  - Prepare and produce data/information reports at regular intervals including support for reporting on metrics, Board reports and Committee submissions.
  - Support content development for online and print publications and material as required.
  - Support the Budget administration for the Department including the processing of Oracle purchase requisitions and reporting.
  - Provide administrative support for key projects as may be assigned from time to time.
  - Engage and communicate with a range of diverse internal and external stakeholders.
- Support the preparation, implementation and delivery of a range of Enterprise Ireland's Programmes and Support Schemes as follows:
  - Monitor and maintain specific mailboxes on a regular basis and respond to queries.
  - Coordinate, assemble and organise delivery of related documentation for regional offices, programme and events.
  - Provide secretariat support including minute taking, project monitoring and scheduling.
  - Provide administration support for new Programme/Scheme cycles review processes such as Regional Enterprise Development Fund (REDF), Border Enterprise Development Funds (BEDF) and Enterprise Centre Schemes.
  - Participate in the collection of client information as part of Enterprise Ireland's annual survey process.
  - Support clients' access and use of the (regional) Market Access desk.
- Plan and organise meetings, events and initiatives.

- Assist colleagues in promoting Enterprise Ireland programmes and activity in the Region (including via relevant Social Media, webinars etc.)
  - Organise and coordinate travel, accommodation and catering arrangements as required.
  - Source rooms/venues and arrange associated logistics, IT and Facilities requirements.
  - On the day registration-desk activities, support and follow-on post-event activities
- Play an active role as a key contributor to the team.

### **Functional Competencies (Key Skills and Knowledge)**

- Excellent secretarial, administration and organisational skills are essential.
- Good quality oral and written communication skills to ensure effective engagement across all relevant stakeholders in a business environment is essential.
- Demonstrated ability to handle and prioritise multiple tasks to meet challenging deadlines while maintaining strong accuracy and attention to detail is essential.
- Demonstrated evidence of robust computer literacy (i.e. MS Office skills including Outlook, Word, Excel and Powerpoint) is essential, coupled with an ability to learn new technologies and use EI's specific software systems.
- Broad understanding of Enterprise Ireland's role and services and an interest in the development and growth of Enterprise Ireland's client companies.
- Sound judgement, professionalism, confidentiality and discretion.
- Strong interpersonal skills and ability to positively contribute to the work of a busy team, with a willingness to take on other tasks as may be assigned from time to time.
- Openness to learn and willingness to identify and implement efficiencies.
- Willingness to work as part of a team and take on other tasks 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**

#### **€22,049 to €38,752 per annum contributory superannuation**

Rising to €41,213 by long service increments.

#### **€21,047 to €36,932 per annum non-contributory superannuation**

Rising to €39,271 by long service increments.

---

### **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) 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.

Internal applicants should send a detailed CV and supporting document quoting reference number EI.051.22E to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) to be received on or before **Thursday 26<sup>th</sup> May**.

If applying as an external applicant, please send your detailed CV and supporting document for review to [maisie.doyle@osborne.ie](mailto:maisie.doyle@osborne.ie) or phone Maisie Doyle on 01 638 4400.

**N.B. All internal applications 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)**