Title:	Executive Assistants
Grade:	Level B
Division/Departments:	Various
Reporting to:	Department Manager/Team Leader
Location:	East Point, Dublin
Job Reference:	EI.061.19E

Background

Enterprise Ireland is seeking to recruit Executive Assistants to provide Secretarial/Administration support services to Departments within the Agency. Enterprise Ireland is the Government organisation responsible for the development and growth of Irish enterprises in world markets. Enterprise Ireland works in partnership with Irish enterprises to help them start, grow, innovate and win export sales on global markets. In this way, the organisation supports sustainable economic growth, regional development and secure employment. A key priority is the achievement of export sales growth and jobs from Irish-owned companies. The organisation's range of services is extensive and includes: Funding supports - a range of supports, for start-ups, expansion plans, and Research & Development (R&D) business plans. Export assistance - including the provision of in-market services, local market information and the facilities of our international office network. Supports to develop competitiveness - helping companies to become leaner to make them more competitive in international markets. Incentives to stimulate in-company R&D – new product, service and process development to ensure sustainability, and growth through the evolution of products and services. Assistance with R&D collaboration - with research institutions, to develop and bring to market new technologies, products or processes. Connections and introductions to customers overseas - we provide access to a global network of contacts - from heads of government to end customers. www.enterprise-ireland.com

Role Purpose

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 secretarial and administrative support service, ensuring that the Departments' administrative tasks are handled efficiently and effectively. The successful candidates will work closely with management and team members within the relevant departments and will be responsible for delivering a range of diverse secretarial and administration activities. The Executive Assistants' duties will incorporate a range of the deliverables set out below depending on the Departments' requirements.

Key Deliverables

- Provide a secretarial service to the Department Manager including scheduling and managing diary and appointments; typing and filing; telephone answering; organising one-to-one/team meetings.

- Provide a day-to-day administration support service to managers and colleagues within the assigned Department as follows:
  - ❖ Provide general administration services to the team including preparing letters/emails,
  - ❖ Support the set-up and maintenance of the Departments' files and records.
  - ❖ Engage and communicate with a range of diverse internal and external stakeholders.
  - ❖ 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.
  - ❖ Support content development for online and print publications and material as required.
  - ❖ Record team sick leave on EI's E-HR Time and Attendance System.
  - ❖ Budgets administration for the Department incl. Oracle purchase requisitions and reporting.
  - ❖ Provide administrative support for key projects as may be assigned from time to time.

- Plan and organise meetings, events and initiatives.
  - ❖ Handle general telephone, email and face-to-face enquiries.
  - ❖ 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

- Support the preparation, implementation and delivery of a range of EI's Programmes, Panels 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.
  - ❖ Input and record relevant data and information into a range of IT systems to support the management and delivery of these Programmes and Support Schemes.
  - ❖ Provide secretariat support including organising logistics, scheduling and minute-taking.
  - ❖ Provide administration support for new Programme/Scheme cycles review processes.
  - ❖ Engage and interact with a range of diverse internal and external stakeholders.

- 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.
- Demonstrated evidence of robust 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 EI's specific software systems.
- A relevant qualification e.g. in secretarial, administration, office skills or a similar discipline is essential
- Demonstrated ability to prioritise tasks and manage work efficiently to strict deadlines.
- Excellent accuracy and attention to detail with the ability to process data efficiently.
- Experience of implementing business processes and operating business systems is desirable i.e. use of business information systems and reporting tools.
- Broad understanding of EI's role, structures and services and an interest in the development and growth of EI's client companies is desirable.
- Strong oral and writing English communication skills with an ability to engage and interact effectively with client companies and other stakeholders in a busy business environment.
- 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.

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:

€20,451 to €36,486 per annum contributory superannuation
Rising to €38,835 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.

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.

To apply for the position, send a detailed CV and supporting document quoting reference number EI.061.19E to hrconnect@enterprise-ireland.com to be received on or before **Friday 5th July, 2019**

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 HR DEPARTMENT, ENTERPRISE IRELAND ON FRIDAY 21st JUNE 2019

Enterprise Ireland is an equal opportunities employer