

- Job Title:** Assistant Project Executive
- Duration:** 9-month work placement (9am-5pm Monday – Friday)
- Division:** Growth Markets Division
- Location:** Dublin, Global HQ
- Salary:** €27,564 per annum pro rata
- Deadline:** Friday, 29<sup>th</sup> of September 2023

**Application:** Please send your CV directly to [info@opendoorsinitiative.ie](mailto:info@opendoorsinitiative.ie) with “IDA: Growth Markets Division- Assistant Project Executive Application” as the subject line.

Applications will be reviewed and shortlisted by IDA Ireland in partnership with the Open Doors Initiative. The selection process will consist of a competency-based interview. Further details provided when the shortlisting process has been completed.



IDA Ireland is an equal opportunities employer and is committed to fostering an inclusive workplace which values and benefits from the diversity of our workforce. If you have a reasonable accommodation request, please contact Claire/Patrick at [info@opendoorsinitiative.ie](mailto:info@opendoorsinitiative.ie) or 085 143 5159.

## About IDA

As Ireland's inward promotion agency, we partner with established companies, both large and small, working with them every step of the way to achieve a smooth, fast and successful set-up of their operations in Ireland. In other words, our main objective is to encourage investment into Ireland by foreign-owned companies to create jobs and positively impact the Irish economy.

We work with a portfolio of over 1,800 overseas company operations in Ireland across a myriad of industry sectors from Technology, Life Sciences, International Services and Financial services. For every 10 jobs created by Foreign Direct Investment (FDI) in Ireland, 8 more jobs are generated in the wider economy. There are over 300,000 people in Ireland working directly in IDA Ireland client companies.

Today 9 of the world's top 10 Pharmaceutical companies, 14 of the top 15 Medical Technology companies, 8 of the world's top 10 Financial Services companies and 4 of the global top 5 Technology companies have established strategic operations in Ireland.

In IDA Ireland we value our People, Professionalism, Passion for Performance & Achievement, and Public Service. We embrace a culture of support, respect, equality, collaboration, inclusivity and work-life balance. And you now have the opportunity to be part of the phenomenal team that makes an impact on the future of Ireland. IDA Ireland is also firmly dedicated to promoting and advocating for greater Equality, Diversity & Inclusion (EDI), to ensure a welcoming environment for everyone across the organisation.

## Job Role

To work as part of the Growth Markets Team in attracting and securing high quality investments and aiding the Global Team to deliver on its job targets for both existing and new clients. The Growth Markets team prospects new business from territories with a wide diversity of cultures and languages, manages a portfolio of existing clients and contributes to delivering IDA's Regional targets. Growth Markets' territories include China, Japan, Korea, Australia, New Zealand, Singapore, India, South Africa, UAE, Israel and Brazil.

## Key Tasks

In line with the strategy targets and objectives set out in "Driving Recovery and Sustainable Growth 2021-2024" for the sector, the key tasks include:

- To carry out company and market research in support of the work of the Division and Overseas Offices including researching marketing channels etc.;
- To undertake structured market analysis on a planned basis to identify new areas of opportunity and business development;
- To prepare, design and plan itineraries for the Division; becoming more involved in the investment conversion process over time;
- Prepare and update Value Propositions for the GM Dublin Department
- Attend and occasionally organise functions/conferences as and when required; sometimes in early mornings and evenings.
- To work with the Project Executives to build and maintain relationships with the existing client base;
- To contribute to the preparation of investment proposals for submission to IDA Ireland committees and Board including the FCC/MIC/CDC and Boards;
- To co-ordinate and manage information through the maintenance of a database of information on the industry that can be used to influence new name clients;
- To aid support the Growth Markets team in all aspects of planning, managing and delivering overseas marketing events and exhibitions;
- To work collaboratively as a member of the integrated Growth Markets Global team;
- To liaise with relevant stakeholders in activating and exploring new means of online marketing activities when appropriate, using social media technology to aid support the Divisions marketing efforts;
- To ensure dignity, respect and equality are applied throughout the organisation and that a work life balance in the workplace is supported as much as possible;
- To ensure that IDA's values of People, Professionalism, Passion for Performance and Public Service are upheld at all times;
- To ensure that continuous learning and development is undertaken through informal and formal learning and participation in the Performance Management and Development Review Process;
- To demonstrate flexibility in undertaking additional tasks as may be assigned;
- To identify conferences, events of interest for attendance by Marketing Executives.

## Additional Capabilities

- Strong organisational skills for a wide range of projects
- Proactive work ethic to compliment a highly dedicated team of professionals

- In-depth knowledge of computer packages, proficiency and experience in the use of Word, Excel and PowerPoint are essential
- Experience of content creation applications would be desirable
- Proof reading and editing skills

## **Requirements**

- The successful candidate must hold full time work authorisation for the full duration of the 9-month placement.
- A third level related qualification to Level 7 standard on the National Qualification Framework is essential; but please note education and experiences from other countries will be considered equally.
- This role will observe the organisation's Hybrid Working Model.

## **Additional Information**

- This role includes mentoring, organisational buddies, training opportunities and tools for the role.
- Relevant additional language capability is seen as an advantage.
- Candidates should provide flexibility and interest in career progression and development via opportunities, which may arise in IDA's offices in Ireland and Overseas
- Aspects of this role may require travel, when possible and working outside of normal office hours to align with the Overseas markets.
- Reasonable Accommodation will be facilitated during the recruitment processes and throughout the placement.

## **Key Competencies Required**

- Client Focused Relationship Building
- Communications & Personal Effectiveness
- Networking
- Sales & Marketing
- Knowledge of the Business
- Creativity & Innovation
- Project Management