



IDA Ireland

in partnership with



Job Title: Assistant Operations Executive, Level C
9-month Placement

Division: Human Resources & Organisational Development (HR&OD)

Location: Dublin, GlobalHQ

Closing Date: Tuesday, 9th August 2022, 5.00pm (Irish Time)

Application: Please send your CV directly to info@opendoorsinitiative.ie with the subject line: "IDA Placement- Assistant Operations Executive"
Applications will be reviewed and shortlisted by the Open Doors Initiative and IDA Ireland.

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. We encourage you to reach out to info@opendoorsinitiative.ie directly should you require assistance or reasonable accommodation during the recruitment process with IDA Ireland.

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 1,500 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 275,000 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.

Job Purpose:

As a member of the Human Resource & Organisational Development (HR & OD) team you will be responsible for a broad range of HR activities across the span of your 9-month placement. You'll be trained and subsequently responsible for key functions such as recruitment, administration tasks for internal committees, induction and resignations (including exit interviews) along with a variety of other HR tasks that are vital to success and effectiveness of the HR & OD Division.

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:

- Provide a confidential and discrete service for the administration of the HR Operations function;
- Co-ordinate the administration and execution of entry-level recruitment within the organisation. This includes but is not limited to shortlisting candidates, participation in interview panels, providing feedback to Team Members and external candidates;
- Support the Recruitment team with the IDA Graduate Recruitment process;
- Support the HR&OD Digitisation process which will involve file management and organisational skills
- Coordinate resignations and exit interviews ensuring that all areas relating to a staff member's resignation are addressed in a timely manner;
- Assist in the co-ordination and the administration duties of the Organisations Overseas Health Insurance schemes.
- Assist with the administration of the Staff Resources Committee in IDA Ireland, ensuring links are made between corresponding documentation and any necessary actions reflected in HR documents;
- To support colleagues in other areas across the division e.g. Organisational Development, policy formulation and changes, and administration support for Head of HR & OD Division;
- Work with the HR & OD Manager in collaboration with other sister Agencies and the Department on queries when and where needed;
- To assist in the management and updates to the HR system (CORE), and to assist in the generation of reports as required;
- To ensure dignity, respect and equality are applied within and outside the Organisation and that a work life balance is supported as much as possible in the workplace;
- 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.

Additional Capabilities:

- Effective communication skills that compliment the ability to maintain confidentiality and discretion at all times;
- Strong organisational skills for a wide range of projects with dynamic deadlines
- Proactive work ethic to compliment a highly dedicated team of HR Professionals
- In-depth knowledge of computer packages, proficiency and experience in the use of Word, Excel and PowerPoint are essential;
- Proof reading and editing skills;
- A Diploma level qualification (or working towards), in a HR or related discipline is a distinct advantage, together with an interest in working towards a Degree qualification;
- CIPD membership or eligibility for same will be an advantage;
- A full driving licence is an advantage but not a requirement;
- Ongoing flexibility and interest in career progression and development via opportunities, which may arise in IDA's office network;
- Aspects of this role may require working outside of normal office hours.

Key Competencies Required:

- Client Focused Relationship Building
- Knowledge of the Business
- Communications & Personal Effectiveness
- Creativity & Innovation
- Negotiating and Influencing
- Project Management

Salary Scale

€25,751 per annum pro rata

Please Note

- Education and Experiences from other countries will be considered
- This role is currently a mix of office-based working and home-based working
- Reasonable Accommodation will be facilitated during the recruitment processes and throughout the placement
- This role includes mentoring, organisational buddies, training opportunities and tools for the role