



IDA Ireland

in partnership with



Job Title: Assistant Project Executive, Level C

9-month work placement

Division: Life Sciences, BioPharma and Food

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 Project 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:

To work as part of the Life Sciences BioPharma Global Team in supporting their efforts to secure foreign direct investment to Ireland and to provide a comprehensive marketing and support service to the team. Developing the BioPharma & Food sector in Ireland by actively and creatively contributing to the winning of high-quality investments from existing and new name clients to support the implementation of the IDA global strategy for the sector.

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 prepare a suite of marketing materials for the division, including presentations, Infographics and documents
- To liaise with Project Executives, Divisional Manager and IDA Communications in activating new means of online marketing activities, using social media to support the Divisions marketing efforts.
- To prepare, design and plan itineraries for the division.
- To contribute to the preparation of investment proposals for submission to the IDA Ireland Board and Committees.
- To explore and apply ways of driving efficiencies in service delivery.
- To deliver key tasks by ensuring dignity, respect and equality are applied in the workplace.
- 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 ensure that IDA’s values of People, Professionalism, Passion for Performance and Public Service are upheld at all times.
- To demonstrate flexibility in undertaking additional tasks as may be assigned.

Additional Capabilities:

- Strong organisational skills for a wide range of projects with dynamic deadlines
- 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
- Proof reading and editing skills

Key Competencies Required:

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

Salary

€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