

# Job Description

<b>Job Title:</b>	Senior Executive Assistant to the Chief Executive
<b>Team Process:</b>	Office of the Chief Executive
<b>Location:</b>	Design & Crafts Council of Ireland, Castle Yard, Kilkenny.
<b>Reporting To:</b>	Chief Executive

## **The Council's Background:**

The Design & Crafts Council of Ireland (DCCol) is the national agency for the commercial development of Irish designers and makers, stimulating innovation, championing design thinking and informing Government policy. DCCol's activities are funded by the Department of Business, Enterprise and Innovation via Enterprise Ireland.

## **Job Purpose:**

This is a fast paced and wide ranging role that requires a candidate with a can do attitude and experience providing executive support to senior management, with excellent organisation and prioritising skills.

The role will see the right candidate interact with an extensive network of stakeholders and partners and work across the senior management team, primarily providing support for the Chief Executive which will include, extensive diary and travel management, collation of information for reports on a weekly/bi-monthly and monthly basis, preparation of documentation for reports and presentations and managing expenses.

## **Principal Duties:**

- Provide a full executive support service to the office of the Chief Executive.
- Manage the Chief Executive's diary proactively to help make full and effective use of their time.
- Arrange meetings (including venues, travel arrangements, itineraries etc.) ensuring that all parties are fully briefed in advance.
- Plan, prepare and co-ordinate papers for meetings together with all supporting materials and reference documents, ensuring timely distribution.
- Provide first point of contact for a variety of stakeholders.
- Draft reports/correspondence when required.
- Analysis of reports from a variety of sources providing summary information to the Chief Executive.
- Manage information systems appropriate to the office of the Chief Executive.
- Liaising with the Chair and Board members in relation to all Board-related queries both internally and externally.

### **Other Functions/Responsibilities:**

#### Finance:

- Completion of accurate monthly expense claims for the Chief Executive inline with company staff allowances policy.
- Accounting for all credit card expenditure for the Chief Executive including reconciling with monthly expenses.
- Completion and monitoring of purchase orders raised, associated invoices and services provided.

#### General Administration:

- Project or event management as required, including budget management, arranging logistics and all associated administration, continually working to achieve best value for money.
- Project manage own specific projects.
- Arranging national / international travel and accommodation for the Chief Executive: continually working to achieve best value for money.
- Maintain all Chief Executive files both electronic and hard copies.
- Support key DCCol events as required e.g. Showcase, where duties could include research, supporting set up, manning information stands.
- Act as a liaison between staff and Chief Executive.

#### Other:

- Any other duties within the general requirement of this job description which may be required from time to time.

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## **PERSON SPECIFICATION**

### **Minimum requirements:**

- National Certificate/Diploma Business Studies and/or equivalent third level qualification.
- Ability to visually present data to communicate messages at a high level.
- Excellent communication skills, both verbal and written. The ability to use own initiative and problem solve with minimum supervision.
- Proficient working knowledge of the following packages: MAC operating system, Email, MS Word, Excel and PowerPoint, High-level keyboard/typing skills with high level of accuracy.
- Copy writing and copy-editing skills necessary.
- Proven ability to work under pressure and to tight deadlines.
- A high degree of reliability with excellent timekeeping, flexibility and confidentiality.
- Willingness to travel nationally.

### **Preferred requirements:**

- Demonstrated strong organisational skills with the ability to maintain composure and prioritise to deadlines, against a backdrop of a busy environment.
- Demonstrated experience working as an Executive Personal Assistant ideally

- in a busy environment.
- Enthusiastic and confident with strong interpersonal and influencing skills with the ability to liaise with key people.
- A knowledge of CRM salesforce system and Decision Time - Board documents platform would be an advantage.
- Must be familiar with General Data Protection Regulation (GDPR).

**Other skills:**

- Professional, confident, credible team player with a flexible “can do” attitude and is solution driven.
- Demonstrated ability to support company values and respond positively to change.
- Demonstrated ability to work with high degree of autonomy –“think on feet” as the need arises.
- Communicate daily with internal and external clients, Government bodies and departments, public representatives and partners while exhibiting the highest degree of professionalism, courtesy and diplomacy.
- Project or event management as required including, budget management, arranging logistics and all associated administration: continually working to achieve best value for money.

**Other Information:**

- This position is for a contract period of five years.
- The Executive Assistant role will be based at the Design & Crafts Council of Ireland’s headquarters in Kilkenny and will involve some travel within Ireland.
- Own car and full driving licence essential.
- Availability for evening and weekend work with high flexibility required.