



Árd-Chonsalacht na hÉireann
Consulate General of Ireland

Business Support Officer – Consulate General of Ireland New York

The Consulate General of Ireland in New York promotes and protects Irish interests through its work with the Irish community in the region, promoting Irish economic interest, supporting the strong partnership between Ireland and the US, and providing a range of key consular services.

The Consulate General of Ireland is seeking applications for the position of Business Support Officer, working as a member of our support team to ensure the smooth operation of the Consulate offices and representational space. This is an initial 12-month contract.

Job description

The Consulate General of Ireland is a high-profile office with a significant number of public events and visits. We are looking for a suitable person to ensure that the Consulate is well presented, to prepare the representational area for events at a high rate of turnover, and to give efficient support for the functioning of the Consulate office as a whole. The business support officer will work closely with the diplomatic team and the events & public affairs team to deliver on the objectives of the Consulate.

The main duties and responsibilities will include but be not limited to:

- Preparation, set up and break down for events hosted by Consulate, including moving of furniture and equipment, cleaning of floors, and tidying of Consulate space;
- Working with management on premises maintenance and upkeep;
- Maintaining and recording Consulate stocks and supplies;
- Ordering Consulate stocks and supplies in line with office guidelines;
- Dealing with maintenance providers and service suppliers, including for telephone and ICT services and office equipment;
- Office support tasks, including managing incoming and outgoing mail, including diplomatic mail;
- Working with management on upkeep of ICT infrastructure;
- Messenger and delivery duties, including possible driving responsibilities;
- Any other tasks requested by Consul General and management team as required.

Requirements

To be eligible candidates are required to have:

- A minimum of a GED, high school diploma or equivalent and three years working experience with a track record of delivery in a similar role;
- Demonstrated ability to deal with multiple demands and priorities and to manage time efficiently;
- Experience of working in a team;
- Evidence of organisational skills and attention to detail;
- Flexibility in working hours and willing to work early mornings or late evenings where required;
- Willingness and ability to carry out the physical demands of the job, including moving of furniture and lifting of files boxes;
- Willingness to undertake some cleaning and tidying work, including cleaning floors

In addition to the essential criteria above, the following are an advantage:

- Familiarity with the Microsoft Office suite;
- Experience working in a similar environment;
- A higher or further education certification (e.g. Associate's Degree);
- Holding a valid driver's permit;
- Ability to show commitment to the mission, goals and values of the Consulate;
- Familiarity with or willingness to gain knowledge of Ireland.

To apply:

Please send your resumé and a detailed cover letter explaining your motivation for applying and how you meet the requirements of the position. Applications should be sent marked "business support officer application" by email to maire.nichriostail@dfa.ie by 5pm on Monday 13 January 2020. Late applications will not be accepted.

A shortlist of applicants will be called to interview. You must be a legal resident of the United States of America and have the right to work in the USA.

Only candidates being called to interview will receive a follow-up communication.

Interview will be competence-based and candidates will be required to outline specific examples in support of their skills and experiences as relate to the position described.

References must be made available on request and referees must be willing to verify by phone. A background check will be carried out before employment is confirmed. Candidates will have to be able to provide evidence of academic qualification and/or relevant work experience at time of hire.

The Consulate General of Ireland New York is an equal opportunities employer. Canvassing will automatically disqualify. Applications will not be discussed with third parties.

Data Protection Note:

By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts (Ireland).

Security Clearance for Local Staff:

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Background about the Organisation

The Consulate General of Ireland in New York, an office of the Department of Foreign Affairs and Trade of Ireland, promotes and protects Irish interests through its work with the Irish community in the region, promoting Irish economic interest, supporting the strong partnership between Ireland and the US, and providing a range of key consular services.

The Consulate General is one of a network of Irish representative offices across the US and Canada.

More information about what we do is available at <https://www.dfa.ie/irish-consulate/newyork/>.