



Business Support Officer **Consulate General of Ireland, New York**

The Consulate promotes and protects Irish interests through its work with the Irish community in the region, promoting Irish economic interests, supporting the strong partnership between the US and Ireland, and providing a range of consular services. The Consulate in New York is one of a network of Irish representative offices across the US and covers the states of New York, New Jersey, Pennsylvania, Connecticut, Delaware and Ohio from our office in midtown Manhattan.

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.

Roles and Responsibilities:

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 precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- 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.

Essential Requirements - candidates must be able to demonstrate:

- 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;
- The candidate must demonstrate, using work based examples, of providing excellent interpersonal skills, working in a team but also dealing effectively with people in external organisations;
- Evidence of organisational skills and attention to detail;
- The candidate must provide evidence of flexibility, efficiency and effectiveness, showing strong organisational skills, attention to detail, able to work under pressure and to manage multiple tasks;
- 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.

- The successful candidate must have a legal entitlement to live and work in the United States of America prior to recruitment and will be subject to US employment and taxation law.

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- 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.
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission. Previous experience in a diplomatic mission is desirable, but not essential.

Terms and conditions of employment:

- The successful candidates will be hired on a 12 month fixed-term contractual basis and will be based at Manhattan, New York.
- Monday to Friday, 40 hours per week, with standard office hours from 9 am to 5pm
- Annual Leave entitlement 20 days per annum plus public holidays.
- The starting salary for the position is **US\$55,846.39** per annum, paid locally on a weekly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.
- The Consulate will reimburse you 80% of the cost of a reasonable personal health insurance policy.

How to apply

The Job Description and Application Form for this position are available on our website

<https://www.dfa.ie/irish-consulate/newyork/>

Completed application forms should be sent via e-mail only to

Recruitment.NYCG@dfa.ie

with the subject line **"Business Support"**.

Applications must be received before 9am EST on 14 July 2023.

Depending on response rates the deadline may be extended. Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates;

General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.

Security Clearance for Local Staff

Police security clearance 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.

Please note that canvassing will disqualify applicants.

The Consulates General of Ireland, New York, is committed to a policy of Equal Opportunity.