



Ard-Chonsalacht na hÉireann | Vancouver
Consulate General of Ireland | Vancouver
Consulat général d'Irlande | Vancouver

Executive and Administration Assistant

The mission of the Department of Foreign Affairs and Trade is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

Job Description

The Consulate General of Ireland in Vancouver is hiring for the position of Executive and Administration Assistant. This is busy role with public-facing activity. It requires a high degree of flexibility, reliability and excellent communication skills. This role will broadly include work which spans two areas: Executive Assistant to the Consul General and Receptionist. The precise range of duties will vary over time according to the needs of the Consulate. Duties will include, but are not limited to, the following:

- Diary and correspondence management for the Consul General
- Responding to public queries by email, phone and in person
- All aspects of event management, including co-ordinating Ministerial visits
- Contact management including use of the Departmental Contact Management System
- Protocol management including communicating with the Department of Foreign Affairs and Trade headquarters, other Irish government departments/agencies and with local organisations and Canadian/BC government departments in delivery of responsibilities
- Filing and archiving
- Stock and asset management, including coordinating office maintenance work
- Procurement and compliance
- Assisting with Consular work when needed
- Assistance in all other areas of the Consulate's work as and when required. Light lifting and carrying may be required.

Candidate Profile

To be eligible the following qualifications/competencies are required:

- Fluent spoken and written English
- A minimum of 5 years of administration experience
- The legal right to work in Canada. All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring
- Flexibility to work early mornings, late evenings or weekends if required

Candidates will be expected to demonstrate:

- Excellent written and verbal communication skills
- Competence in the use of Microsoft Office Suite incl. Word, Outlook, Excel, PowerPoint
- A high level of discretion, commitment and reliability

- A proven track record of successful multi-tasking and working well in a team environment
- Excellent interpersonal, organizational and time management skills
- Attention to detail, self-motivation and the ability to work on their own initiative

How to apply

Submit a CV, detailed Cover Letter and two letters of reference from previous employers to Jennifer.Bourke@dfa.ie by noon (Vancouver time) on Wednesday 25 September 2019. Please identify your email clearly by putting the following in the subject line: "Application for the post of Executive and Administration Assistant".

Parties may alternatively send their submissions by post, to arrive by the above deadline, to:

Jennifer Bourke, Consulate General of Ireland, #704-999 Canada Place, Vancouver, BC V6C 3E1

Selection Process: Depending on the number of applications received, candidates may be short-listed based on the profile above.

Additional Information

The position will be full-time and will require regular out of hours work in evenings and at weekends. For further information about the position please email jennifer.bourke@dfa.ie

Data Protection

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

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.

Please note that canvassing will disqualify applicants.

The Consulate General of Ireland is committed to a policy of Equal Opportunity.

CG Vancouver September 2019