



JOB OPENING *Business support Officer*

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

Position	Business Support Officer (Full time 40 hours a week)
Location	Consulate General of Ireland, 200 Park Ave., Floor 17. New York, NY 10166
Salary	Base Point USD \$77,517.00 per annum
Pension	Benefit from a <u>Non-Contributory</u> Pension Scheme (Terms and Conditions apply)
Paid Annual Leave	20 days paid per annum plus public holidays
Health Insurance (medical)	80%
Access to Learning & Development	Yes
Deadline for Application	12:00pm EST 23 rd October 2024.

Applications are invited for a full-time position at the Consulate General of Ireland in New York.

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:

- 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;



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- 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;
- Candidates must be able to demonstrate 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;
- Candidate must be fluent in English;
- **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;
- Holding a valid driver's permit;
- Familiar with handling heavy materials and proper lifting techniques
- 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:

- Salaries are paid direct to a bank account: therefore, the successful candidate must have a bank account;
- The successful candidates will be hired on a 12 month fixed-term contractual basis and will be based at the Consulate General of Ireland;
- Contracts are governed by US labour laws in accordance with US, State and Local Employment Law;
- Please note that, where applicable, the Mission does not withhold taxes at source, therefore the successful candidate is responsible for all taxes including social security contributions;
- On request, successful candidates must be in a position to provide evidence of their compliance with applicable tax and social insurance obligations;
- The successful candidates will be responsible for making their own arrangements regarding local transport, health insurance and accommodation whilst employed by the Consulate General of Ireland.



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- Hours of attendance will be as fixed from time to time, but will amount to on average not less than 40 hours per week. Where extra attendance is necessary, time off in lieu will be allowed.
- The positions will have an annual leave allowance of 20 days per annum, adjusted where necessary *pro rata*.

To apply:

- The Job Description and Application Form for this position are available on our website: <https://www.ireland.ie/en/usa/newyork/>
- Please send completed application forms via email only to Recruitment.NYCG@dfa.ie by **12:00pm EST on 23rd October 2024**, with the subject line *Business Support 2024*.
- No applications will be accepted after this deadline;
- 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.
- It is planned that interviews will be held in late October / early November;
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process;
- 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 Consulate General of Ireland is committed to a policy of Equal Opportunity.