



Executive Personal Assistant - DUBLIN - IE

Summary

From our Head Office to the shop floor and everywhere in between our primary goal is to create and deliver a fantastic customer journey for everyone who shops at Lidl.

With over 7,000 colleagues across our stores, warehouses and offices in Ireland and Northern Ireland, we are a big and ambitious team. We know our people are our greatest asset and our success is down to the commitment and dedication of our team.

The role of Executive Personal Assistant (PA) is a unique, diverse, and exciting position within a fast-paced, dynamic and market leading company. We are looking for a highly organised, passionate team player who has a proven track record working effectively with senior management.

The successful candidate will be adept at developing strong working relationships with stakeholders across the business, have a strong business acumen and highly effective communication skills. This role requires the highest level of confidentiality and professionalism. The Executive PA reports to the Senior Project Manager – Board Projects.

What you'll do

- Providing high level business support to Board Directors/Senior Directors and working with your portfolio and key stakeholders to understand support requirements
- Anticipating Director requirements in line with company calendars and business priorities
- Ensuring that Directors' diaries are managed correctly and optimised for success, in line with business priorities and changing demands
- Preparing accurate and well-presented documents, reports and presentations and assuring support for key strategic initiatives by completing ad hoc projects/tasks as directed
- Planning identified meetings and events and coordinating the follow up of key actions
- Acting as a point of contact both internally and externally and handling queries appropriately on behalf of Directors
- Overseeing and booking travel arrangements and accommodation requirements for Directors
- Carrying out general administrative duties including financial reconciliation
- Processing confidential and sensitive information with judgement and tact
- Maintaining a strong working relationship across the business

What you'll need

- A solid Executive Assistant skill set, ideally with 3 years' experience within a fast-paced environment
- Fluency in both German and English are essential
- Exemplary time management skills with a proven track record of supporting and working with senior leadership and coordinating multiple competing tasks
- Meticulous attention to detail
- A professional and assertive manner with strong interpersonal skills
- Exceptional communication skills – both written and verbal



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- Proven ability to work to tight deadlines while maintaining a confidential and professional manner
- First-rate knowledge of Microsoft Outlook, Word, Excel, and PowerPoint with knowledge of Microsoft 365 as an advantage
- Reliable, resourceful and action oriented, with an ability to work on your own initiative
- Ability to work independently or as part of a team
- A third level qualification is not essential but preferred
- Full driving licence required

What you'll receive

Through our salary system, we ensure pay equality across all positions at Lidl

- €49,500 rising to €63,000 after 3 years
- 20 days holidays per annum rising to 25 days after two years
- Private employee medical insurance
- Company pension after one year of service
- Flexible start and finish times
- Initial training and on-going development from an experienced team member
- Excellent opportunities for career progression
- Dynamic work environment
- Modern office facility with free parking
- On-site gym and canteen
- Mobile and broadband discounts with Three network

Lidl is an equal opportunities employer. If you have any particular requirements, we will ensure any reasonable accommodations are implemented as part of the recruitment and selection process. We value diversity and inclusion in our workplace and want to ensure that all applicants have the same opportunity regardless of gender, civil status, family status, sexual orientation, age, disability, race, religious belief, political opinion or membership of the traveller community.

Link to Apply

<https://career5.successfactors.eu/sfcareer/jobreqcareerpvt?jobId=374317&company=lidlstiftuP2&st=075F6B2E24FB7575D3A1B1BA7CBBA88320609028>