



Executive PA to the CEO - DUBLIN - IE

About the Company

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.

About the Position

The Office of the Board of Directors is dynamic, fast paced, and focussed on dealing with both strategic and operational matters daily. Based in Dublin Head Office, the Board Support team provides support services to the CEO, Board Directors, and Senior Directors across a range of activities. The Executive Personal Assistant (PA) to the CEO reports to the Head of Board Support.

The role of Executive PA to the CEO is a unique, diverse, and exciting position supporting both the CEO in his day to day and the Head of Board Support to run the Office of the Board of Directors in a professional manner. We are looking for a highly organised and detailed collaborator who has a proven record of using their sound judgement and tact when dealing with day-to-day operations. The successful candidate will play a vital role in ensuring the CEO's time is optimised and focussed on key business priorities.

As Executive PA to the CEO, you will engage and work with senior stakeholders both internally and externally, displaying your effective communication, interpersonal and relationship building skills. You demonstrate a high degree of accuracy and adaptability to rapid changes in all your daily tasks, while also exhibiting a strong business acumen and attention to detail. The role requires the highest level of discretion and professionalism.

Travel may be needed on an occasional basis, to support the CEO with key engagements throughout the island of Ireland, if required. The role is otherwise fully office based.

What you'll do

- Work with the CEO to understand support requirements in line with business priorities
- Ensure that the CEO's diary is managed confidentially, and that the CEO's day is optimised for success
- Liaise with business contacts across the internal Lidl network in the German language
- Coordinate and consult with internal and external stakeholders to ensure meeting and task preparation is completed correctly, sometimes to tight deadlines
- Support on meeting preparation for the CEO including research and travel arrangements etc.
- Act as a specific point of contact both internally and externally and handle queries appropriately on behalf of the CEO
- Prepare correct and well-presented documents, reports and presentations and assure support for key strategic initiatives by completing ad hoc projects/tasks as directed
- Provide high level business support to the Board of Directors as part of the Board Support Team
- Perform general administrative duties
- Process confidential and sensitive information with judgement and tact
- Maintain a strong working relationship across the business



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What you'll need

- A solid Executive Assistant skill set, with experience optimising full and ever-changing diaries and supporting at C-suite level
- A preference for working in a fast-paced environment
- A professional and assertive manner with strong interpersonal skills
- Exceptional communication skills – both written and verbal
- Exemplary coordination skills with a proven record of coordinating multiple competing tasks and dealing with changing requirements
- Meticulous attention to detail
- Reliable, resourceful and action oriented, with an ability to work on your own initiative
- Proven ability to work to tight deadlines while maintaining confidentiality
- Ability to work independently or as part of a team
- Fluency in both German and English are essential
- First-rate knowledge of Microsoft Outlook, Word, Excel, and PowerPoint with knowledge of Microsoft 365 as an advantage
- Full driving licence required

What you'll receive

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

- Competitive salary
- 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=374314&company=lidlstiftuP2&st=58B0DBCf5BC106C5156C109CB9B5AF3982A0407A>