

Consular Services Assistant Role 2018

About the Irish Exporters Association

The Irish Exporters Association is the national representation organisation for the export industry in Ireland since 1951. We offer a range of services to our members and have a strong and respected reputation both nationally and internationally. We are currently looking for a talented individual to join our Consular Department

Key Personal Attributes

The successful candidate will be:

- Goal orientated, flexible, extremely well organised, and should enjoy working within a challenging and busy work environment.
- Be personable and outgoing with the ability to work on own initiative and willingness to go the extra mile.
- Present well in a corporate environment and have proven customer / client relationship skills.
- An excellent communicator with strong interpersonal skills and the ability to build and manage good relationships.
- Proficient in the use of Microsoft Office and database management

Confidentiality and discretion is crucial to this role, and whilst Consular know-how and/or professional services firm experience would be beneficial, it is not essential.

Job Specification

The core role involves carrying out duties such as:

- Building and maintaining relationships between our customers and consular service department
- Supporting our clients in obtaining and processing all business visa applications, work permits and passport applications
- Processing visa and legalisation applications on behalf of our clients
- Updating internet and website information
- Maintaining and updating departmental data base and logging new processes daily
- Visiting Embassies, Department of Foreign Affairs, local chamber of commerce and foreign consulates in Dublin
- Filing – keeping all files tracked and updated on a regular basis
- Recording and maintenance of expenses
- Financial support to consular department: processing income invoices, department debtor's management

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the organisation and the overall business objectives of the organisation. To fulfil our objectives within Trade Services department, cross functional collaboration will be required.

Key internal relationships will be finance, business development and marketing departments.

