

Graduate Programme (2025-16)

Job Title: Graduate

Division: **3-year Programme Rotation**
(9-month placements rotating across 4 Divisions)

Location: **Rotating**
(Rotating across Dublin, Regional, Overseas location)

Closing Date: 1st April, 2025, Close of Business

Application: Apply directly on IDA's Careers page ([link](#))

IDA Ireland is an equal opportunities employer and is committed to fostering an inclusive workplace which values and benefits from the diversity of our workforce. We encourage you to reach out to us directly at should you require assistance or reasonable accommodation during the recruitment process with IDA Ireland.

About IDA

As the national investment development agency for Ireland, we partner with companies worldwide to provide financial assistance, on-the-ground support and advice to help them establish and transform their operations in Ireland. Our dedicated team supports multinational companies to realise investment opportunities through market insights and business environment analysis. Working across the knowledge economy, our tailor-made support offers instant access to the very latest information on talent acquisition, regulation, sustainability, incentives and turnkey property opportunities.

IDA Ireland works with a portfolio of over 1,800 overseas company operations in Ireland across a myriad of industry sectors from Life Sciences, International Financial Services, Technology, and Engineering.

Today, 8 of the top 10 global pharmaceutical companies, 14 of the top 15 global medical technology companies, 22 of the top 25 global financial services companies, 14 of the top 20 global technology companies, and 9 of the top global industrial automation companies have established strategic operations in Ireland. These companies employ more than 300,000 people in Ireland, the highest level on record.

The Programme

As an IDA Graduate you will be an ambitious and committed part of the IDA team. Our structured Graduate Programme offers a unique opportunity for **seven** individuals to be part of a dynamic and professional organisation and to work across a range of business areas both in Ireland and overseas. Typical applicants to the programme include Finance,

Economics, Engineering, Property, Sciences, Arts, Languages or Business Degrees. However, we're always looking for new perspectives from diverse backgrounds and disciplines – so apply if making a difference sounds interesting to you.

The aim of the programme is to develop your potential in key technical and business skills, and gives the opportunity to offer a significant contribution to the core goal of IDA; attracting Foreign Direct Investment.

This is a three-year programme with successful Graduates rotating on a 9-month basis across Divisions, such as Life Sciences, Engineering, Property, Technology, Finance, Regional Enterprise Development, Financial Services, Support services and more! Participants will have the opportunity to work in IDA offices both in Dublin HQ, regional offices and overseas. The Graduate Programme will commence with an induction session where graduates will learn about the organisation, including its structure and the services provided to our clients. We are working to make our induction process as inclusive as possible, so if you feel that this may be improved in any way or if you require any reasonable accommodation to take part, please let us know.

IDA ensures that dignity, respect and equality are applied within and outside the organisation and that a work life balance is supported as much as possible in the workplace.

The Role

In this role you will assist in the development of client focused projects in a number of key IDA Divisions, across a range of IDA disciplines, in order to secure Foreign Direct Investment to Ireland.

Each department will bring a new perspective on how to achieve their divisional strategic goal and

In line with the strategy targets and objectives set out in *Adapt Intelligently: A Strategy for sustainable growth & Innovation 2025-29* the key tasks include:

- Supporting Executives and teams by preparing high quality analysis research reports and other marketing materials.
- Preparing, designing, planning and handling travel itineraries for the Division; becoming more involved in the investment conversion process over time.
- Utilising technology effectively for the delivery of professional Sales and Marketing functions.
- Assisting the team in all aspects of planning, managing and delivering events and exhibitions.
- Supporting the Client Development Programme (CDP), by providing market research assistance to Project Executives and helping to prepare framework documents and high-quality presentations for delivery to clients.
- Delivering a high level of professional client focused relationship management and after care service to client companies; regularly and proactively engaging with client companies
- Contributing to the preparation of credible business proposals for consideration by the various committees and boards.
- Assisting with the Tendering process for procuring business services.
- Project managing, tracking and updating various spreadsheets and documents.

- Liaising with the communications team in activating and exploring new means of online marketing activities when appropriate, using social media technology to support the divisions' marketing efforts.
- Demonstrating motivation and ability to work on own initiative, and flexibility in undertaking tasks as assigned.

What benefits are available?

- You will gain experience supporting multi-national companies as part of a professional and dynamic team in contributing to the success of our client companies establishing or expanding their Irish operations.
- You will have the opportunity to meet and talk with various members from the IDA Ireland team and hear first-hand the amazing work which our team does on a day-to-day basis as well as a tour of our regional sites.
- We are committed to the progression and career growth of all our employees, and this is demonstrated in the ongoing learning, development and mentoring you will receive, in line with participation in regular performance management development reviews and organisational/team development initiatives, which are key features of your development on the Graduate Programme.
- Graduates will also have the opportunity to support projects outside of their main role, and will work closely with the Equality, Diversity & Inclusion team, Corporate Social Responsibility team, and our Wellbeing team – who aim to implement recognised and practical frameworks to support key pillars around mental, organisational, physical and life stages wellbeing.
- Each graduate will be assigned a Mentor on commencement of the programme.

Salary:

- Successful candidates will be offered a starting salary of €32,564 per annum year with excellent career opportunities at the end of the programme.
- Additional benefits include financial assistance with overseas and regional (non-Dublin) rotations and relocation; access to further training; exposure to key executives and the opportunity to work overseas, flexible approach to working – which involves the option to work from home two days a week and the ability to apply to our flexi hours scheme after 6 months with IDA.

Your qualifications and essential criteria

- You have graduated from College/University with a minimum of a (Level NFQI Level 8) 2.2 Degree in the past 2 years; We accept degrees or equivalent from other countries.
- We accept diverse Degree disciplines including Finance, Economics, Engineering, Sciences, Languages, Arts and Business. Business knowledge, skills or experience is a distinct advantage.

- Eligibility to work under an Irish contract of employment for the three-year duration of the programme is ***essential***.
- If you have proficiency in an additional language other than English and Irish (including reading, writing and speaking) this would be an advantage but not a requirement.
- In-depth knowledge of computer packages, proficiency and experience in the use of Word, Excel and PowerPoint are essential together with the ability to use social media platforms in a business context.
- Must hold a full drivers license
- You must be available to start the role in September 2025.

Want to see more? Take a look at our [website](#), our [LinkedIn page](#) or check out our Graduate Programme [here](#)!

Apply on recruitment platform: [Candidate Manager](#) -