



EisnerAmper Ireland



#JOB-2441397

EISNERAMPER IRELAND, Unit 6, Block B,



The Courtya, Sandyford Bus Pk, Dublin 18,

D18 CA22



No of positions : 1



Paid Position



37.5 hours per week



37000.00 Euro Annually



07/04/2026



05/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@eisneramper.ie



Open your camera app & point here to view this ad online



Operations Excellence Analyst

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Job Description:

- Support ISO 9001, ISO 14001 and ISO 27001 compliance for operational processes and audits.
- Lead Sustainability Initiatives
- Manage and maintain the office access control system
- Manage processes for staff onboarding and offboarding
- Manage office parking facilities
- Coordinate visitor management
- Collaborate with colleagues in HR, Client and Market Development team, the Marketing team and other relevant stakeholders to deliver internal and external high-quality events.
- Ensure events align with our organisational goals and culture and are effective in enhancing employee and client engagement.
- Be responsible for the planning of external events, including venues and event creative elements and the creation of proposals. This could include site visits, meeting external suppliers, obtaining quotes, coordinating logistics such as the agenda, invitees, guest speakers etc.;
- Managing and overseeing firm events on the day of, including problem-solving, directing event set-up, communicating with staff, and coordinating with vendors; and
- Providing onsite support - acting as the point of contact for event stakeholders.
- Assist HR in the planning and execution of Firm wide events, including assisting with the Firms Learning & Development calendar;
- Collaborate with the Client and Market Development team and all client facing teams to support the management of leads and tenders, ensuring timely updates and clear ownership.
- Support client facing teams with analysis of potential target markets and market participants to produce concise market briefs that inform prioritisation.
- Support the management and administration of the Global Partner Referral Scheme, tracking referrals, outcomes and partner remuneration triggers.
- Own data quality and governance for business development KPIs, performing regular validation

checks and reconciliation to ensure reporting accuracy.

Requirements

- Minimum 2+ years relevant experience
- Achieved excellence in their academic discipline, minimum of current 2.1 in a Level 8 or higher degree
- Advanced knowledge of ISO 9001, ISO 14001 and ISO 27001
- Demonstrable process design and documentation skills; experience producing SOPs and workflow maps.
- Practical experience building dashboards and delivering insights to stakeholders.
- Strong stakeholder management with an ability to effectively communicate and influence at c-suite level.
- Excellent written and verbal communication and a structured approach to work, reporting and follow-up.
- High attention to detail and data data integrity mindset with experience performing reconciliations and sample checks.
- Self-starter who works autonomously and manages competing priorities in fast-moving teams
- Excellent computer skills within Microsoft Office
- Ability to handle a busy workload and prioritise work with a high level of attention to detail
- An outstanding flexible work ethic and a commitment to being the best.
- **Sector:** financial and insurance activities

Career Level

- Experienced [Non-Managerial]