



LANDINGZONE LIMITED t/a Dogpatch Labs



#JOB-2460282



DOGPATCH LABS, Unit 1, The Chq Building,
North Wall Quay, Dublin 1, D01 Y6H7



No of positions : 1



Paid Position



37.5 hours per week



35000.00-40000.00 Euro Annually



27/07/2026



24/08/2026

How to apply

Application Method :

Not available



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Jr. Portfolio & Data 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

Reporting to the Portfolio & Data Manager, this role supports portfolio management, due diligence, reporting and data operations for Dogpatch Labs and the programmes we deliver, including NDRC, HBAN and Corporate Partnerships. It underpins data-driven decision-making and ensures the accuracy of data across the organisation.

Responsibilities:

Act as primary operational contributor to the Accelerator due diligence process: gathering and validating company information (including CRO data), following up on documentation, and preparing reports and recommendations for sign-off by the Manager

Maintain due diligence process documentation and Standard Operating Procedures

Collect, validate and consolidate data for Quarterly and Annual Reports, board reporting and NDRC Liaison Committee updates

Support 200+ portfolio companies with data collection and analysis, plus ad hoc reporting across the organisation

Build, maintain and enhance operational dashboards and data visualisations for internal and external stakeholders

Maintain investment documentation across digital and physical files, ensuring audit compliance

Maintain multiple operational databases and CRM records, ensuring data quality, integrity and consistency

Document data processes, identify inefficiencies and contribute to automation and operational improvements

Provide occasional basic IT support

Requirements:

Third-level qualification in a business, analytical or related discipline, or equivalent demonstrable experience in a data-focused role

Experience or demonstrated aptitude in collecting, organising, validating and consolidating data from

multiple sources

Strong spreadsheet competency (Google Sheets) and working knowledge of Google Workspace

Experience preparing reports and supporting recurring reporting cycles

Experience or aptitude in maintaining databases and data systems

Working knowledge of CRM systems and no-code tools such as Airtable and Jotform

High attention to detail and accuracy, particularly in documentation maintained to audit standard

Ability to manage multiple workstreams and deadlines in a fast-paced environment

Strong written and verbal communication skills

Desirable:

Experience in venture capital, accelerator or startup ecosystem environments

Familiarity with due diligence processes

Experience with Attio CRM

Benefits:

25 days annual leave (excluding public holidays)

Health insurance

Employer pension contribution

Access to Bike to Work scheme

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]