

Job description form

Details of the role	
Department	Investment Banking
Job title	Executive Assistant
Temporary/Permanent	Permanent
Reporting to	Team Leader
Key Responsibilities	
Day to day duties (but not limited too)	<p>The successful candidate will be responsible for:</p> <ul style="list-style-type: none"> ▪ Diary management of senior executives - organisation of client virtual and in person meetings ▪ Day to day office management ▪ Team administration including invoices, expenses ▪ Meeting and greeting visitors to the office ▪ Event idea generation ▪ Organising and hosting corporate client events including lunches, dinners, corporate client entertainment and employee events ▪ Assisting with corporate roadshow logistics/itineraries and conference organisation ▪ Coordinating all travel/logistic arrangements for the team ▪ Updating CRM database – Salesforce ▪ Coordinating with other assistants and team members in the Dublin office in capital markets, corporate advisory, finance and technology
Experience required (2 years plus)	
Specific systems knowledge	<ul style="list-style-type: none"> ▪ Microsoft Office skills (including Word, Excel, PowerPoint and Access) ▪ The ability to confidently communicate in writing and verbally ▪ Decent Numerical ability ▪ A 'can do' attitude ▪ Strong interpersonal skills ▪ Superior organisational skills ▪ Idea generation skills
Qualifications required	
Third level	<ul style="list-style-type: none"> ▪ Relevant Third Level Qualification ▪ At least 2 years' experience working in a similar role ▪ Good understanding of Microsoft Office skills (including Word, Excel, PowerPoint and Access) ▪ Basic understanding of institutional stockbroking

Person specification	
Characteristics of the type of person this role may suit	<ul style="list-style-type: none"> ▪ Highly Professional. ▪ Self-starter and resourceful. ▪ Excellent communication skills, both written and oral. ▪ Flexible positive approach to work with the ability to operate tight deadlines and handle multiple demands. ▪ A strong team player who can also demonstrate own initiative. ▪ Superior organisational skills. ▪ Creative thinker.
Timeframes	
How to apply	<p>Please send your Cover Letter and CV to careers@goodbody.ie. Please include responses to the following:</p> <ul style="list-style-type: none"> ▪ Are you interested in the full time or part time position? ▪ What is your expected salary? ▪ What is your current notice period? ▪ Are you eligible to work in Ireland? ▪ Have you been employed by AIB or any Group Company within the last 2 years ▪ If the answer is Yes, please confirm your date of leaving AIB Group or any Group Company? <p>Closing date for all applications is Monday, 18th April 2022.</p>

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Goodbody is an equal opportunities employer and is committed to fostering an inclusive workplace which values and benefits from the diversity of our workforce.

Please read the Goodbody Recruitment Privacy Notice. By submitting your personal data to us, you acknowledge that you have read and understood this Privacy Notice and agree to the use of your personal data in line with this. We will only use the information that we collect about you lawfully in accordance with the Data Protection Acts, 1988 and 2003 and the EU General Data Protection Regulation (GDPR).