

Job description

Details of the role	
Department	Corporate Finance
Job title	Team Secretary
Temporary/Permanent	Permanent
Reporting to	Office Manager
Overview of the work involved	
<p>Corporate Finance has grown to become the leading corporate finance house in Ireland. Our leadership position has been achieved through commitment to long term relationships and our ability to meet the needs of our clients throughout all stages of their growth.</p> <p>Corporate Finance offers an integrated investment banking advisory service to public and private companies, semi-state companies and the Government. Areas of expertise include advice on mergers and acquisitions, disposals, equity funding, debt advisory, IPOs and project finance as well as strategic and general financial advice.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ▪ Providing secretarial support to the Corporate Finance team; ▪ Screen and direct telephone messages & queries, liaising with staff internally and external clients often at very senior levels; ▪ Taking control of diary movements - arranging appointments, internal and external meetings, conference calls and travel arrangements; ▪ Event planning and administration; ▪ Expense management; ▪ Typing of correspondence, reports, presentations, information memoranda & emails; ▪ Preparing complex Powerpoint presentations involving input from both Word and Excel (High standard); ▪ Preparing Tender documents in Word (High standard); ▪ Printing, binding and distributing internal and external presentations for company meetings; ▪ Willingness to broaden role, to take on additional tasks and prioritise efficiently and effectively; ▪ An aptitude for multi-tasking and working on ones own initiative is necessary; and ▪ A high degree of organisational ability is essential in managing the day-to-day workload and various projects that will be assigned to this position. 	
Experience required	
You should be familiar with:	<ul style="list-style-type: none"> ▪ Meeting and greeting clients in a professional manner ▪ Producing detailed Documents/Presentations using Word, PowerPoint and Excel ▪ Diary management and travel arrangements ▪ Dealing with correspondence and general ad hoc administration duties

Qualifications required	
Ideally the successful candidate should have:	<ul style="list-style-type: none"> ▪ 3-5 years secretarial experience ▪ A strong academic background ▪ Advanced user of Microsoft office products –Word, Powerpoint & Excel ▪ A flexible, positive attitude towards work ▪ Excellent telephone manner ▪ Excellent standard of English, proof reading skills and great attention to detail when drafting documents. ▪ An ability to work efficiently as part of a team ▪ Be very used to a varied job role in a corporate environment
Person specification	
Characteristics of the type of person this role may suit	<p>The successful candidate must have:</p> <ul style="list-style-type: none"> ▪ Excellent interpersonal skills and a confident demeanor. ▪ Be a committed team player. ▪ Demonstrated organisational skills. ▪ The ability to prioritise work. ▪ A high degree of flexibility and proven track record of working in pressurised situations. ▪ Discretion and confidentiality.
Timeframes	
How to apply	<p>Please send your Cover Letter and CV to careers@goodbody.ie.</p> <p>Please include responses to the following:</p> <ul style="list-style-type: none"> ▪ 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 Friday, 22th October at 12pm.</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.

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