

## Job description form

Details of the role	
<b>Department</b>	<b>Human Resources Department</b>
Job title	Graduate
Employment Type	Temporary (10 week placement)
Breakdown of the work involved	
Day to day duties	<p>This position provides the opportunity for the successful candidate to gain exposure to all aspects of the Goodbody HR and Training function.</p> <p>The purpose of the graduate role is to effectively and efficiently support the Human Resource Team in the delivery of Best Practice Human Resource services to Goodbody.</p> <p>Responsibilities include a number of daily tasks, as follows:-</p> <ul style="list-style-type: none"> <li>▪ Analysis of remuneration structures in Ireland &amp; UK.</li> <li>▪ Review of recent European Employment guidelines.</li> <li>▪ To provide administration support to the team (in the form of monthly/board reports, contracts &amp; documents).</li> <li>▪ To ensure that all Human Resource information and filing systems are up-to-date.</li> <li>▪ Tracking and booking of staff on training programmes and seminars.</li> <li>▪ Co-ordinate in-house training programmes and seminars.</li> <li>▪ Involvement with HR Projects as they arise.</li> </ul>
Experience required	
Specific systems knowledge	<ul style="list-style-type: none"> <li>▪ Good knowledge of MS Office is essential - Excel: Due to the high level of spreadsheet based work in the role an excellent knowledge of Excel would be an advantage.</li> <li>▪ Previous working knowledge of Oracle would be an advantage.</li> </ul>
Experience required (years)	<ul style="list-style-type: none"> <li>▪ Previous experience in a HR role would be advantageous.</li> </ul>
Qualifications required	
Qualifications	<ul style="list-style-type: none"> <li>▪ Human Resources degree / Masters</li> </ul>
Specific Industry Qualifications	<ul style="list-style-type: none"> <li>▪ CIPD Qualified</li> </ul>

Person specification	
Characteristics of the type of person this role may suit	<p>The ideal candidate will possess:</p> <ul style="list-style-type: none"> <li>▪ Strong communication skills (verbal and written).</li> <li>▪ Strong organisational skills with attention to detail.</li> <li>▪ Ability to work on own initiative.</li> <li>▪ A Flexible, pro-active approach to work</li> <li>▪ A team player.</li> <li>▪ Excellent Excel skills.</li> </ul>
Additional Information	
Additional Information	<b>Applications are invited from Final Year Students or Graduates.</b>
Reference	Please reference in the subject bar of your email <b>HR Graduate Opportunities</b>
How to Apply	
<p>Please submit your <b>CV and Cover Letter</b> referencing the role which you are applying for in the subject bar of the email to: <b>Careers@goodbody.ie</b></p> <p>Please reference if you are eligible to work in Ireland in your application.</p>	
Timeframes	
Closing Date	12noon Monday, December 31st 2018
Proposed interview dates	January 2019
Proposed Start Date	June 2019

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