

Details of the role	
Department	Goodbody Risk
Job title	Office Administration Manager
Temporary/Permanent	Permanent
Reporting to	Chief Risk Officer
Accountabilities	
Day to day duties	<p>Reporting to the Chief Risk Officer, the Office Manager will be responsible for the organisation of all administrative activities to allow for the smooth operation of the Goodbody Risk department.</p> <p>This role will suit a self-starter who enjoys working both autonomously and within a wider team. The multi-faceted nature of the role requires an assertive professional who has strong interpersonal skills, excellent administrative skills, is adept at prioritising and re-prioritising work and is solutions oriented.</p> <p>The successful candidate should also be able to highlight potential for efficiency/improvements within their role.</p> <p>Responsibilities will include:</p> <ul style="list-style-type: none"> ▪ Production and oversight of all risk management reports. This includes market risk, credit risk, operational risk and regulatory risk. ▪ Issue escalation with senior staff and management and record retention for any changes to or breaches of the firm's risk management policies. ▪ Maintaining risk limit parameters and associated system updates. ▪ Management of the creation and distribution of reports and presentation packs for the Goodbody Risk Committee. ▪ Recording and production of minutes for the Risk Committee, New Products Committee and the Client Asset Counterparty Approval Group. ▪ Liaising with key third-parties (including Fidessa, Bloomberg, Pershing, Caceis, Northern Trust). ▪ Working closely with the Head of Risk Management on ad-hoc projects and change initiatives. ▪ Oversight of emerging risks through monitoring of key industry and regulatory publications (CBI, FCA etc). ▪ Coordination of department meetings including agenda setting and documenting of ensuing actions and decisions. ▪ Management of the Goodbody Risk mailbox, issue escalation and coordination of the department's response. ▪ Facilities management. ▪ Coordination of HR interactions.
Experience required	
Specific systems knowledge	<ul style="list-style-type: none"> ▪ An aptitude for preparing high quality reports to internal/external sources. ▪ Advanced Microsoft Office skills with a focus on Excel ▪ Some familiarity with industry systems (e.g. Bloomberg) would be an advantage

Experience required (years)	<ul style="list-style-type: none"> Financial Services experience would be an advantage.
Qualifications required	
Third level	<ul style="list-style-type: none"> A relevant third Level qualification would be an advantage
Person specification	
Characteristics of the type of person this role may suit	<p>The ideal candidate should possess the following attributes:</p> <ul style="list-style-type: none"> Excellent administrative skills. Strong interpersonal skills - someone who is both obliging and assertive. An ability to make a positive impact and to influence others to deliver service to the business. Excellent communication skills with a strong positive attitude. Strong organisational skills. A very high level of accuracy and attention to detail is mandatory. A commitment to high standards in administration and execution of tasks is essential A self-starter who can prioritise, multitask and work on own initiative. An ability to operate calmly under pressure. Flexible, positive attitude / approach to work. Excellent time management with the ability to work to tight deadlines and handle multiple demands. Ability to liaise effectively with internal / external parties. A drive to deliver results and respond resourcefully to opportunities and challenges through dedication, dependability and the taking of prompt action.
Timelines & How to Apply	
Closing date for all applications:	
<ul style="list-style-type: none"> Friday, March 30th 2018 	
To apply for this position:	
Please send your CV and Cover Letter to Careers@goodbody.ie	
Reference Office Administration Manager in the subject bar of your email	
Please reference the following on your application:	
<ul style="list-style-type: none"> What is your salary expectation? What is your current notice period? Are you eligible to work in Ireland? 	

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