

## Job description

Details of the role	
Department	<b>Corporate Broking</b>
Job title	Executive
Temporary/Permanent	Permanent
Reporting to	Head of Corporate Broking
Accountabilities	
Day to day duties	<p>Work as part of the corporate broking team, alongside colleagues from the wider corporate advisory and capital markets teams, on:</p> <ul style="list-style-type: none"> <li>▪ Corporate/ investor access for our corporate broking clients and other companies, including conferences and bespoke events;</li> <li>▪ Identifying and targeting new investors for our broking clients;</li> <li>▪ Other ad hoc tasks relating to the delivery of a corporate broking service.</li> </ul>
Experience required	
Experience required	<ul style="list-style-type: none"> <li>▪ Experience in client service, with regular deliverables and ad hoc projects, would be beneficial.</li> <li>▪ Experience of capital markets in a previous role would be helpful but not necessary.</li> </ul>
Qualifications required	
Qualifications	<ul style="list-style-type: none"> <li>▪ A third level qualification is desired</li> </ul>
Systems knowledge	<ul style="list-style-type: none"> <li>▪ Proficient at the Microsoft Office Suite</li> <li>▪ Knowledge of Bloomberg, Factset and other data tools</li> </ul>

<b>Person specification</b>	
Characteristics of the type of person this role may suit	<p>The ideal candidate is likely to:</p> <ul style="list-style-type: none"> <li>▪ Be organised and capable of handling multiple tasks in a satisfactory and timely fashion;</li> <li>▪ Have a positive attitude, recognising the client centric nature of our business;</li> <li>▪ Have strong interpersonal skills, to effectively engage with capital markets colleagues and our clients;</li> <li>▪ Have an interest in the capital markets and how companies engage with investors;</li> <li>▪ A strong attention to detail.</li> </ul>
<b>Timelines</b>	
How to Apply	Please send your Cover Letter and CV to <a href="mailto:careers@goodbody.ie">careers@goodbody.ie</a> . Title of your mail – Corporate Broking Executive
Closing date for applications	12 noon Friday, 23rd April 2021
Our Company	<p>Goodbody has been a strategic advisor to entrepreneurs, families, private and public companies for over 145 years. We are a full service, investment-led business offering wealth management, asset management and investment banking services. How we work is equally important to us. Deeply proud of our heritage and reputation, quality advice and exceptional client service is at the core of our offering.</p> <p>Thanks to the commitment of all our employees Goodbody was recognised as a Great Place to work in 2018 and 2019. If this sounds like a company you'd like to work with, we'd love to hear from you.</p>

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