

Operations Manager

Applications are invited by the Dublin office of MaplesFS for the position of

Operations Manager

who, reporting directly to the Chief Operations Officer, is responsible for the provision of Operations Services to the Dublin Office. The Operations function covers Building and Office Management and also includes Facilities, Health & Safety, Physical Security, Communications and Risk Management responsibilities.

The Operations Manager ('OM') will guide and direct their team to ensure various tasks are completed daily. They will use best business practices to improve efficiency by reducing operating costs and increasing productivity. They will manage day-to-day operations, addressing details which affect maintenance of the physical premises and the health, safety and security of staff and visitors. Additionally, the OM will liaise with department heads to determine ongoing office and space needs and manage accordingly

He/she will also be expected to work as part of the Global Operations Team across the Maples Group completing ad-hoc projects as required, including but not limited to project management of office renovations, expansions and moves with support of Global Finance and Operations Teams.

The successful candidate will be a university graduate and have at least 7 years experience in office management and facilities or a related role as well as excellent IT, Communications and organizational skills. Experience managing/supervising a team is also desirable.

Availability to work overtime at short notice is also a requirement.

We offer a supportive environment structured on a team basis. Benefits include health insurance and pension plan. Salary will be commensurate with qualifications and experience.

For an explanation regarding how we handle the details and CV submitted for positions with one of our European entities, please refer to our Applicant Privacy Notice which is available [here](#).

Qualified applicants should write, enclosing their CVs to careers.eu@maplesfs.com quoting reference: Dublin – Operations Manager.

MaplesFS is an independent global services provider. Through our fiduciary and fund services divisions, we look to form strategic long-term partnerships with each of our clients. With offices in leading onshore and offshore jurisdictions, we combine a unique global client service model with leading technology and custom integration. Through this adaptable approach, we create business solutions governed by our clients' diverse and sophisticated requirements.