

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

### Operations Manager

who, reporting to the Chief Operations Officer, is responsible for supervising and managing the local Operations team to ensure the office runs efficiently and effectively. Additionally, the OM will liaise with department heads to determine ongoing office and space needs and manage accordingly. The OM will guide and direct their team to ensure various tasks are done 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. The OM is also responsible for developing and supervising all team members, ensuring that they are current and updated on all changes to policies and procedures.

He/she will also be expected to work as part of the Global Operations Team across the Males 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 team

The successful candidate will be a university graduate and have at least 5 years experience in office management and facilities or a related role, as well as excellent IT, Communications and organizational skills. Experience in managing/supervising a team is also required.

We offer a supportive environment structured on a team basis. Salary will be commensurate with qualifications and experience.

Qualified applicants should write, enclosing their CVs to [careers.eu@maplesfs.com](mailto:careers.eu@maplesfs.com) quoting reference: Luxembourg - Operations Manager.

Only successful candidates will be contacted.

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](#).

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.

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