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Goldman Sachs City Fellowship 2009/10

Documentation Group, Currency Operations - Operations

Firm Overview:

The Goldman Sachs Group, Inc. is a bank holding company and a leading global investment banking, securities and investment management firm. We provide a wide range of services worldwide to a substantial and diversified client base that includes corporations, financial investors, governments, non-profit organisations and high net worth individuals. In doing so, we bring together people, capital and ideas to make things happen for our clients.

Business Unit Overview:

Currency Operations is comprised of a global team of professionals who directly support all aspects of the firm's global Currency Trading and Sales activities. This includes direct Trading and Sales support, institutional client support and risk management.

The Middle Office team within Currency Operations supports the Foreign Exchange (FX) Trading and Sales desks through the production of confirmations through to highly structured trades & exotic options, and is also responsible for retrieving signed confirmations from corporate clients and resolving discrepancies for both corporate and bank clients.

The Middle Office works very closely with all operations departments as well as Trading and Sales, Legal, Compliance and Credit departments. We are a target driven department with a track record of success in terms of eliminating backlogs and improving control and workflow practices.

Responsibilities:

- Analysing chasing population / clients eligible for automation through the portal
- Co-ordinating relevant onboarding documentation/process with the client and/or corporate team
- Train on the templating process and amend/update to standardise and reduce manual workaround
- Standardisation of Communications Directory procedure

Skills and Experience:

- High level of commercial awareness and interest in Derivatives activity
- Strong technical and analytical skills, particularly attention to detail and control focus
- Excellent mathematical, writing and communication skills
- High energy and results-oriented
- Team player and comfortable in high-pressure environment

