



Goldman
Sachs

Add your **experience** to **Ours.**

Goldman Sachs City Fellowship 2009/10

POSITION MANAGEMENT – SECURITIES 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:

Position Management in the London office is made up of three core teams: Securities Lending Operations, Asset Servicing and Settlements. All teams work closely with each other. We support the business generated in London for our international client base across global markets around post trade and custody type services as well as stock borrowing and lending activity. The department's key priorities are to facilitate core processing, mitigate risk and provide exceptional client service.

Responsibilities:

The role covers a broad range of functions across exposure management, settlements, and asset servicing, in order to increase the capacity of what is currently a small team regionally. Key stakeholders and other business partners consist of external Clients, Custodians, Brokers, Traders in London and Boston and Compliance.

- Support the complete range of products in the Fixed Income area (cash trades, repo trades and Equities)
- Resolve ad hoc queries and work closely with team members on strategic and tactical projects
- Monitor daily exposures and managing risk including processing / booking asset servicing events to settle and mitigate any risk on corporate or dividend events
- Complete daily checklist ensuring all controls, procedures and processes are followed
- Act as a change agent solving problems at root cause whilst making opportunities to automate flows
- Assist managers with on-boarding new clients, funds and brokers
- Monitor and advise on corporate action events related to positions held by clients
- Day to day responsibility for processing all cash, interest and/or redemption events on clients income positions

Skills and Experience:

- Enthusiastic and committed individual with strong communication and teamwork skills
- Exceptional client service and social confidence are required to interact with our clients and the team
- 'Can do' positive attitude with strong verbal and written communication skills
- Strong analytical and logical thinker
- Flexible and the ability to deal with multiple complex issues at the same time whilst meeting deadlines
- Industry knowledge advantageous