

Operations Specialist (Systems & Data) – 12 Month Fixed Term Contract

Location: Hybrid in Dublin, Ireland

Employment Type: Full Time

Job Description

We are currently looking for a detail-oriented and motivated Systems Operations Specialist to join our Fund Managers team.

As an Operations Specialist, you'll collaborate with colleagues across our global offices while gaining hands-on experience in working in a fast-paced environment. The ideal candidate will possess an understanding of the financial industry and demonstrate a strong technical aptitude and a keen interest in data management.

IMPORTANT: Experience working with Investran or similar private equity/investment management software is preferred.

Core Responsibilities

- Support day-to-day management of the operational fund business of LGT Fund Managers
 - Maintain and enhance the data quality framework, actively promoting improvements in data accuracy and consistency
 - Define and coordinate additional business requirements for new processes and data
 - Participate in projects and contribute to a diverse range of business management activities
 - Support ongoing maintenance of the core accounting application, Investran, ensuring it operates efficiently and meets business requirements
 - Create and maintain comprehensive documentation covering system configurations, user manuals, and troubleshooting guides
 - Support development and maintenance of integrations between enterprise applications, ensuring data accuracy and consistency across systems
 - Conduct testing of new features and enhancements while minimising operational disruption
 - Identify opportunities for process improvements and automation, collaborating with stakeholders to implement solutions
-

Requirements

- Bachelor's or Master's degree (or equivalent higher education) in Information Technology, Data Engineering, or a related field
- Strong analytical skills with an interest in analysing business processes, data flows, and defining/implementing data management concepts
- Experience in system configuration, customisation, and integration of financial applications
- Proven experience working with Investran or similar private equity/investment management software (minimum of 2 years) preferred

- Hands-on experience in developing a private equity platform with Investran as the core system
 - Proficiency in SQL and data query languages to extract and manipulate data
 - Familiarity with reporting and analytics tools (e.g., Microsoft Excel, Power BI, or similar)
 - Excellent communication skills with the ability to translate complex technical concepts to non-technical stakeholders
 - Ability to work independently as well as collaboratively within a team
 - Self-motivated, proactive, with strong ownership, initiative, and problem-solving abilities
-

Contact Information

If you are interested in becoming an integral part of a successful alternative investment management team in an international, multicultural working environment, we will be pleased to get to know you.