

<b>Department</b>	Country Heads_ Portugal
<b>Business Title</b>	Business Operations Officer
<b>Reports to</b>	CEO Euronext Lisbon/Interbolsa
<b>Location</b>	Euronext Lisbon - Lisboa

## Euronext

Euronext is the leading pan-European exchange in the Eurozone with a unique federal model across the Belgium, Dutch, French, Irish, Portuguese markets. Euronext also operates a UK-based regulated securities market.

Euronext brings together buyers and sellers in venues that are transparent, efficient and reliable, addressing the needs of all market participants: SMEs and blue chips, retail and institutional investors, buy-side and sell-side, brokers and market makers, long-only and high frequency traders.

Euronext provides a large range of products and services, services, platforms, technologies, and the deepest pool of liquidity in Europe around one core mandate: power pan-European capital markets to finance the real economy, as demonstrated by its leading position in the following segments:

- The largest continental listing venue, with more than 1,300 issuers and a market cap of c.€3.5 in March 2019,
- An unmatched blue chip franchise consisting of 24 out of 50 companies of the Morningstar® Eurozone 50 Index<sup>SM</sup>,
- The #1 cash market in continental Europe, with an average daily volume of €7.2 billion in Q1 2019,
- The largest centre for debt and funds listings in the world, with more than 37,000 listed bonds and 5,600 funds, and major player in ETFs with 1,050 listings,
- A diversified financial derivative franchise including stock options and futures, dividend contracts and equity index derivatives,
- The leading commodities business in continental Europe for milling wheat, rapeseed and corn futures,
- The calculation and management of more than 500 indices, ranging from national flagship indices (AEX®, BEL 20®, CAC 40®, ISEQ®, PSI 20®) to thematic, strategic and sectorial indices.

Euronext has recently expanded its footprint with a new corporate services suite and foreign exchange trading with Euronext FX.

Euronext Lisbon is the Portuguese Stock Exchange. It is part of the Euronext Group which operates regulated and transparent equity and derivatives markets and is the largest centre for debt and funds listings in the world. Euronext also leverages its expertise in running markets by providing technology and managed services to third parties.

In addition to its main regulated market, Euronext also operates Euronext Growth<sup>TM</sup> and Euronext Access<sup>TM</sup>, simplifying access to listing for SMEs.

## Job summary

Reporting directly to the CEO of Euronext Lisbon/Interbolsa, the **Business Operations Officer** provides executive support in a one-o-one working relationship.

The **Business Operations Officer**:

- provides executive, administrative, and development support to the CEO and the Board of Euronext, handling the day to day general office management.
- serves as the primary point of contact for internal and external providers on all matters pertaining to the CEO and the Board of Euronext Lisbon.

## Key Accountabilities

The main responsibilities of the **Business Operations Officer (BOO)** will be:

- Working under the direct supervision of the CEO, the Business Operations Officer will follow and collaborate in a variety of projects and initiatives related to the activity and development of the company
- The Business Operations Officer will collaborate in the organization of some local promotional events and initiatives, and provide support for the CEO and Board members on presentations and support information
- The Business Operations Officer will follow and support the CEO and the Board of Euronext Lisbon on some strategic initiatives that the CEO deems as appropriate, providing research and background materials, and briefing materials for internal and external meetings
- The BOO will complete a broad variety of administrative tasks for the CEO including:
  - Managing an extremely active calendar of meetings and appointments;
  - Completing expense reports and handling with topics related with procurement;
  - Composing and preparing correspondence that is sometimes confidential;
  - Arranging complex and detailed travel plans, lodging, itineraries, agendas and meal planning's;
  - Compiling documents and presentations.
- The BOO provides a bridge for smooth communication between CEO's office and internal departments, demonstrating trust ad support with senior management staff.
- The BOO works closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up properly.
- The BOO prioritizes conflicting needs; handles matters expeditiously/proactively and follows-through on issues to successful completion, often with deadline pressures.
- The BOO provides assistance as needed to daily operations that can include, but is not limited to (answering phones; accepting packages and other deliveries; pick up post office and make the proper internal registration; lunchtime relief; greeting and signing in visitors/guests).

## Profile and Skills

**Qualifications/Skills and Abilities:**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Strong interpersonal skills to handle senior contacts internally and externally;
- Ability to learn how to work with new software (needed for internal used tools);
- Ability to conduct research and present data in a succinct and well-written manner;
- Ability to work independently and with professional discretion;
- Expert level written, editing, grammatical and verbal communication skills;
- Knowledge of international customs is an asset;
- Excellent management, time-management and problem solving skills;
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of response;
- Demonstrate ability to achieve high performance goals and meet deadlines in a fast paced environment;
- Forward looking thinker, who actively seeks opportunities and propose solutions.

The ideal candidate will have the ability to exercise with high level of responsibility and professionalism in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

He / She must be creative and enjoy working with a professional environment that is mission-driven, results-driven and community oriented. He / She will have the ability to work independently, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion

**Education and Experience Requirements:**

- Bachelor's Degree in Business Administration or Economics;
- Minimum 3 years of professional experience, with a preference for the finance sector;
- Experience and interest in internal and external communications;
- Proficient in Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat and Social Media Platforms;
- Fluent in Portuguese/English (spoken and written) and eloquence in French will be a plus;

**Euronext Values****Unity**

- We respect and value the people we work with
- We are unified through a common purpose
- We embrace diversity and strive for inclusion

**Integrity**

- We value transparency, communicate honestly and share information openly
- We act with integrity in everything we do
- We don't hide our mistakes, and we learn from them

**Agility**

- We act with a sense of urgency and decisiveness
- We are adaptable, responsive and embrace change
- We take smart risks

**Energy**

- We are positively driven to make a difference and challenge the status quo

- We focus on and encourage personal leadership
- We motivate each other with our ambition

**Accountability**

- We deliver maximum value to our customers and stakeholders
- We take ownership and are accountable for the outcome
- We reward and celebrate performance

We are proud to be an equal opportunity employer. We do not discriminate against individuals on the basis of race, gender, age, citizenship, religion, sexual orientation, gender identity or expression, disability, or any other legally protected factor. We value the unique talents of all our people, who come from diverse backgrounds with different personal experiences and points of view and we are committed to providing an environment of mutual respect.

**For any further information and to apply, please address your CV + covering letter to**  
**[PRT\\_HumanResources@euronext.com](mailto:PRT_HumanResources@euronext.com)**