Title: Portfolio Administration Assistant
Location: Dublin, Ireland
Reporting to: Stockbroking Team Leader
Type: Full time & permanent

Cantor Fitzgerald

Cantor Fitzgerald Ireland is part of leading global financial services firm Cantor Fitzgerald. Cantor Fitzgerald has offices and trading desks in all major financial service centres throughout the world. We specialise in equities, Investment Banking, Real Estate, Fixed Income and Currencies. Cantor Fitzgerald's affiliate businesses include: BGC Partners, Inc. (BGC), Newmark (NMRK), and GFI Group (GFI). Cantor Fitzgerald Ireland provides a full suite of investment services, primarily wealth management, fund management, debt capital markets and corporate finance.

Role Summary

The successful candidate will get the opportunity to work as a Portfolio Administration Assistant within a busy Portfolio Management and Equity Trading team which services a mix of high net worth private clients, corporates, investment intermediaries and professional services firms. Cantor Fitzgerald are keen supporters of career progression with our organisation. This role can very much be a steppingstone to other roles within the team or the wider Cantor Fitzgerald Ireland group.

Responsibilities

- General call handling for the Portfolio Management team of 7 from clients, advisors and professional services firms we deal with
- Responsible for review of all team post including processing of share certs and cheques/draft that arrive
- Set up of new client accounts and liaising with our Onboarding team
- Sending out valuations/statements when requested from clients
- Monthly and Quarterly discretionary portfolio reporting requirements
- Liaising with our Payments & Client Services teams upon request
- Review of certain investment publications ensuring relevant information and links are up to date periodically
- Involvement in all marketing initiatives (events, document/invite issuance etc) within our Intermediary business across the team
- Assembling client meeting packs, marketing information and liaising with our marketing team upon request
- Assembly of Probate valuations for estate planning purposes as part of our investment service to Legal firms.
- Expenses reporting for the team of portfolio managers on a monthly basis

Key requirements

- Entry level experience (1-2 years') within the Financial Services Sector
- Proficiency in Microsoft Outlook (Excel and PowerPoint a priority)
- Strong interpersonal skills
- Ability to work under pressure
- Ability to work as part of a team
- Minimum competitive education requirements for this role includes passing of the ISE Registered Representative Exam and the Institute of Bankers QFA Exam within the first 12months.

This role is a CF-3, CF-4 and CF-10 designation under the Central Bank's Fitness & Probity standards