

Job Description

Title:	Trade Desk Assistant
Reporting to:	Head of Retail Trading & Institutional Equity
Location:	Dublin, Ireland
Contract Type:	Full time & permanent

Cantor Fitzgerald

Cantor Fitzgerald Ireland is part of the leading global financial services firm of 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 Group 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. An exciting opportunity has arisen for Trade Desk Assistant to work with our team in Dublin.

Role Summary:

The Trade Desk Assistant provides direct support to the Firms Equity traders, Portfolio Managers and Middle Office department by monitoring trade execution, portfolio positions and key risk indicators.

Responsibilities:

- Execute FX trades on client accounts as per broker requests to client's best advantage.
- Monitor the Firm's FX exposure book regularly.
- Daily reconciliations of all trades executed.
- Identify and resolve any price, quantity, trade time, deal size and counterparty breaks.
- Manage queries from Middle Office regarding trade discrepancies. Complete Crest + Foreign Checking
- Input the Order Books trade fills on dealing tickets once executed by the Firms traders.
- Identification and timely escalation in live trading environment of any mismatching positions.
- Assist the Firms traders with Best Execution Queries.
- Reconcile the GTC order book and ensure broker sign off on a weekly basis.
- Maintain familiarity with stocks of the Core Portfolio, Largest Stock Exposure and most active stocks by commission generated.
- Manage the entry and exit of structured products for retail customers.

Requirements

- Must have a QFA or willingness to work towards QFA and related professional membership
- Excellent understanding of the Trade & Settlement process.
- **High level of attention to detail is essential**
- Ability to effectively prioritise a high volume of work in a real-time environment
- Ability to identify and adhere to a systematic process for achieving BPR for all clients and stakeholders of the trading desk.

- Good risk awareness and the ability to escalate issues appropriately
- Attention to detail is key: Trading team execute between 150 to 300 trades daily between Equity, FX, Structured Products and Bond orders
- Excellent communication skills
- Teamwork is particularly important and the sharing of information is key to the success of the trading team
- Demonstrative high ability to perform in fast-paced pressurised environment
- Operate in adherence to Cantor Fitzgerald Ireland Dealing Desk procedures and notify Compliance immediately in the event of breach or failure.
- Understanding of and interest in the wider macro financial environment
- Strong work ethic and willingness to learn

Qualified applicants please apply via the link below:

[Trade Desk Assistant - Cantor Fitzgerald/BGC Careers \(oraclecloud.com\)](https://oraclecloud.com)