

## Job Description

**Title:** Receptionist  
**Location:** Dublin, Ireland  
**Reporting to:** Head of Client Operations  
**Contract Type:** Full time, Fixed Term - 12 Month Contract

### Cantor Fitzgerald Ireland Limited

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 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.

### Role Summary:

We are seeking a professional and welcoming Receptionist to join our team. As the first point of contact for visitors and callers, you will play a crucial role in creating a positive experience for all internal and external stakeholders. Your responsibilities will include managing the reception area, operating a busy switchboard, coordinating meetings, and assisting with other administrative tasks.

### Key Responsibilities:

- **Front of House Duties:**
  - Greet visitors and ensure they feel welcomed, directing them to the appropriate individual or department.
  - Maintain a tidy and professional reception area.
- **Switchboard Operation:**
  - Answer all incoming calls in a friendly, timely, and polite manner.
  - Redirect calls to the relevant departments and take messages as required.
- **Customer Service & Queries:**
  - Handle inquiries efficiently, providing information where possible or forwarding queries to the correct department.
  - Ensure a high standard of customer service to internal and external visitors.
- **Administrative Support:**
  - Book and coordinate courier and taxi services as required.
  - Manage the meeting room calendar, ensuring spaces are booked efficiently.
  - Tidy and organize meeting rooms before and after use.
- **Team Support:**
  - Assist other members of the administration team when necessary, contributing to overall office efficiency.
- **Other Duties:**
  - Perform any ad hoc duties as they arise, supporting the smooth running of the office.

**Key Skills & Qualifications:**

- Strong communication and interpersonal skills.
- Excellent telephone etiquette and customer service skills.
- Highly organized with the ability to manage multiple tasks simultaneously.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and other office software.
- Ability to work independently and as part of a team.
- Prior experience in a reception or customer-facing role is preferred.

Qualified applicants can send their CV via the below link:

[Receptionist - Cantor Fitzgerald/BGC Careers](#)