

Job Description

Title: Portfolio Administrative Assistant

Location: Dublin, Ireland

Reporting to: Director of Wealth Management

Contract 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 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 Portfolio Administrative Assistant to work with our team in Dublin.

Role Summary:

The successful candidate will get the opportunity to work as a Portfolio Administration Assistant within a busy Portfolio Management 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 a junior Portfolio Manager role within the team or the wider Cantor Fitzgerald Ireland group.

Responsibilities

- General call handling for the Portfolio Management team of 6 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
- Green effects fund reporting on a monthly and quarterly basis.
- Expenses reporting for the team of portfolio managers on a monthly basis

Requirements:

- Entry level experience (1-2 years') within the Financial Services Sector
- Minimum competitive education requirements for this role includes passing of the APA Stockbroking Exam and the Institute of Bankers QFA Exam **within the first 12 months**. QFA must be completed **with the first 18 months**.
- 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

Qualified applicants may apply by sending their CV via the below link:

[Portfolio Administrative Assistant - Cantor Fitzgerald/BGC Careers](#)