

## **Job Description**

**Title:** Operations Administrator

**Location:** Dublin, Ireland

**Contract Type:** Full time

**Reporting to:** Senior Manager Operations

### **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 an administrator to work with our Operations team in Dublin.

### **Role Summary:**

The ideal candidate would excel in their ability to complete tasks within strict deadlines. Attention to detail and diligence are key parts of the role. Candidate should enjoy working as part of a small team but also be able to lead queries to completion on their own.

Good Communication, Interpersonal and Listening skills will allow the successful candidate to grow within the role.

### **Responsibilities**

The responsibilities include:

- Responsible for processing all daily client payments and receipts.
- Ensuring internal and external transfers are processed in a timely manner and in keeping with internal procedures
- Understanding and escalating potential Client Asset risks promptly and swiftly
- Responsible for the processing and reconciling of valuation positions.
- Responsible for the set up reflective sedols
- Ensure daily, weekly and monthly reporting is carried out as per business requirements.
- Swift resolution of ad-hoc queries both internal and external
- Responsible for identifying process improvement measures and assist with implementation of any agreed enhancements.
- Cross-training across the wider Operations team is essential
- The scope of this role is subject to growth depending on the needs of the business

**Requirements:**

- Minimum of 1-2 years' experience in a similar role preferably in a MiFID regulated financial institution
- Demonstrate an understanding of operational risk
- Ability to demonstrate problem solving skills and to manage and resolve queries independently
- Ability to work under pressure and maintain high standards when dealing with tight deadlines
- Strict attention to detail is essential
- Clear communicator, both written and verbal with good numeracy skills
- Strong teamwork skills
- Flexible and open to change

[Operations Administrator - Cantor Fitzgerald/BGC Careers](#)