

Job Description

Title: Administrative assistant

Location: Dublin, Ireland

Reporting to: Director of Wealth Management, Pensions and Wealth Planning

Contract Type: Full- time, Permanent

Role Summary:

We are seeking an **Administrative Assistant** to provide high-quality administrative and organisational support to the Director of Wealth Management and the Pensions and Wealth Planning team in our Dublin office. 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.

Key responsibilities:

- Responsible for full administrative support for the Director of Wealth Management, Pensions and Wealth Planning.
- Schedule appointments, maintain calendars, and coordinate internal and external meetings.
- Prepare, format, and distribute documents, reports, and presentations as required.
- Manage correspondence by email and phone, responding to queries or directing them appropriately.
- Assist in the organisation of company meetings and events.
- Maintain filing systems and ensure accurate record-keeping of documentation.
- Adherence to internal policies and controls including frequent review of procedures to ensure any updates/changes are incorporated.

Skills & Competencies

- 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

Requirements

- Minimum of 2 years' experience in a similar role preferably in a financial institution
- Strong working knowledge of Microsoft Outlook, Word, PowerPoint, and Excel.

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