

Job Description

Title: Portfolio Administrative Assistant

Location: Dublin, Ireland

Reporting to: Head of Sustainable Investments

Department: **Sustainable Investment Solutions**

Contract Type: Full time & Permanent

Role Summary:

The successful candidate will get the opportunity to work as a Portfolio Administrative Assistant within a busy Portfolio Management team, which services a book of high-value charity and not-for-profit clients. Cantor Fitzgerald are keen supporters of career progression with our organisation. This role can very much be a steppingstone to a more senior role within the team or the wider Cantor Fitzgerald Ireland group.

Responsibilities

- General query handling from clients, with high accuracy and fast response times.
- Participate in team discussions on investment performance and risk, and assessment of changes to the investment portfolios.
- Compile and organize data for client quarterly reporting, investment analysis, performance reporting, and client presentations.
- Assist in researching and analysing financial markets, economic trends, and investment opportunities.
- Analyse clients' existing investment portfolios, assessing performance, risk exposure, and diversification.
- 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) for our clients.
- Assembling client meeting packs, marketing information and liaising with our marketing team upon request.

Requirements:

- Entry level experience (2 years') within the Financial Services Sector.

- Minimum competitive education requirements for this role includes signing up to the Institute of Bankers QFA Exam **within the first 12 months**.
- Excellent analytical skills.
- High level of proficiency in Microsoft Excel a priority, with other Office tools also a necessity.
- Strong interpersonal skills.
- Ability to work under pressure.
- Ability to work as part of a team.
- Detail-oriented with the ability to manage multiple tasks and meet deadlines.

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