

Subject: Junior Advisor position

As we continue through a period of growth, Concorde Investments Ireland Ltd is searching for a professional who can make an immediate impact on our growing, young-minded, dynamic team. Concorde Investments Ireland Ltd is a Hungarian origin MiFID Investment Firm regulated by the Central Bank of Ireland with an office in based in central Dublin, specializing in MiFID services for moderate high net worth Clients.

We are now recruiting for an energetic and determined Junior Advisor with the ability to work on their own initiative. We offer extensive training & learning opportunities and continuous support from your colleagues, but we expect you to get up to speed with company procedures relatively quickly. In this role you will be the first point of contact on several client processes, while managing daily tasks and participating in cross-functional team projects.

Key Responsibilities:

- Involvement in AML, client on-boarding, KYC
- Supervise daily cash and securities reconciliations and calculations
- Constantly seek mitigating operational risks by improving existing processes
- Effective communication with clients, assisting with all systems and trade related queries
- Work closely with Clients, Managing Director and Mid-office team
- Handling large volume of emails and queries from team members and clients alike

Requirements:

- Dublin based presence and employment with periodic presence in Hungary
- Qualification in relevant discipline (Finance or Business) preferable
- APA is an advantage but not a must
- Interest in capital markets and private banking
- Interested in front office role focusing on investment products and relationship management with clients and stakeholders
- Fluent verbal and written English and Hungarian are essential
- Strong Microsoft Office familiarity and a desire to improve technical skills is required
- Have a strong understanding of the Listed Product, Strong product knowledge is an advantage, ideally experience with Equity, Mutual funds, ETFs and Bond trading
- Team player who has the ability to make decisions that will benefit the company's growth
- Motivated high performer with the ability to prioritize while maintaining excellent attention to detail
- Clear and persuasive communicator, who can articulate their actions, identify root causes, and suggest improvements

Please send your CV to k.kapos@ciireland.com