



## Dealing Administrator (with French)

### Dealing

6 month temporary contract

Dublin

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#### Job purpose

An exciting opportunity to join a highly challenged team of 8 performing dealing for the Invesco range of Onshore & Offshore funds

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#### Key responsibilities

- Process telephone, fax and written dealing orders for the Invesco range of onshore and offshore funds with speed and accuracy being the key focus.
- Fully understand the dealing process and rules, most particularly in respect of restricted funds and delayed deals.
- Resolve dealing related enquires supplying factual information relating to funds portfolios, prices, dealing procedures, markets and currencies.
- Liaise where required with local offices & clients around the globe.
- Complete scanning, indexing and general filing duties and any other ad hoc requests from Team Leader.

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#### Experience, knowledge and qualifications required

- Experience in dealing a definite advantage, however prior experience in the Financial Services Sector (2 yr minimum) will be considered
- Proven ability to work under pressure to meet challenging deadlines
- Excellent computer skills
- Strong technical skills
- Completion of 3rd Level Education - preferably in Business / Finance
- Another European language an advantage (German, Italian or Spanish)
- Excellent interpersonal skills - numerical aptitude
- Problem Solver - ability to analyse, plan, prioritise & resolve issues
- Proactive, uses own initiative to improve processes / efficiencies
- Positive approach / outlook towards work

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#### Your next step?

Email your full CV and covering letter to:  
[recruit@dub.invesco.com](mailto:recruit@dub.invesco.com)

Or alternatively, post your application to:  
HR Department,  
Georges Quay House  
43 Townsend Street,  
Dublin 2,  
Ireland

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#### Closing date for applications:

Friday 20<sup>th</sup> November

No agencies please

[www.invesco.co.uk/careers](http://www.invesco.co.uk/careers)