

Position: Administrative Assistant
Salary: Competitive

Arkus Financial Services (a subsidiary of the Profidata Group) provides the asset management industry with flexible and independent risk measurement solutions and offers solutions ranging from portfolio risk compliance and advice on the risk management process (RMP) to identification of key risk indicators, independent pricing of derivatives, risk analysis and periodic reports, collateral monitoring, investment restrictions compliance, calculation and monitoring of the Synthetic Risk Reward Indicators (SRRI) as well as the full delegation of the permanent risk management function.

In existence since 2004, Arkus Financial Services has offices in London and Luxembourg, as well as in Dublin. Its clients include, pension funds, insurance companies, asset management companies and banks.

To strengthen its dynamic and multi-national team based in Luxembourg, Arkus is looking to recruit a full time Administrative Assistant to provide all round support and ensure the smooth running of the office. The ideal candidate will have a can-do, hands-on attitude and be able to work well under pressure while maintaining a professional and cheerful manner. Arkus are due to relocate to the Munsbach district of Luxembourg at year-end and the successful candidate will have a pivotal role in assisting the Office Manager to ensure a smooth move process and co-ordination.

Background/Skills:

The suitable candidate will have at least 1 year's previous administrative support experience with strong administrative, organisation and Microsoft Office skills and demonstrate a hands-on approach and be able to work under own initiative without direct supervision.

Duties

- Administrative support to Senior Management team based in Luxembourg.
- Administrative support to Office Manager based in London relating to billing/invoicing/expense reports/preparation for audits.
- Administrative support to Head of Legal & Compliance based in Luxembourg relating to corporate affairs and anti-money laundering requirements.
- Assisting Office Manager with facilities management and office moves/desk relocations.
- Answering of telephone and message taking
- Sorting of incoming and outgoing mail
- Booking of couriers
- Management of meeting room schedule
- Occasional greeting of guests
- Setting up of meeting rooms
- Booking of overseas travel
- Ordering of office supplies Ordering in house lunches

Arkus will provide relevant training for specific tasks (example AML/KYC).

Hours of Work:

9.00am to 5.30pm

Essential Experience:

- Strong Microsoft Office Skills
- Strong Microsoft Outlook Skills
- 1 year's administrative experience
- Fluent written and spoken English essential
- French and/or German would be a distinct advantage but is not essential
- Strong communication skills
- Professional telephone manner
- Strong organisational skills

If you wish to join our company, please apply in English by sending your cover letter, salary expectations and Curriculum Vitae to Ms. Jayne Costigan at the following address:
hr@arkus-fs.com

All applications will be treated in the strictest confidence and all candidates should be eligible to work within the EU.

See www.arkus-fs.com for more details of the company.

Due to the volume of applications, we receive we regret that only applicants shortlisted for an interview will be contacted in the first instance.

STRICTLY NO RECRUITMENT CONSULTANTS – DIRECT APPLICATIONS ONLY