



JOB ADVERTISEMENT BROKERAGE ASSISTANT

Bourse Securities Limited is the largest independent player in the broker dealer segment of the financial services industry providing an extensive range of investment/financing products and services to institutional as well as individual clients. These include short term fixed rate investment products; stock and bond brokerage for local and international markets; mutual funds; asset management; selected financing for individuals and corporates.

The Company operates in a highly regulated industry, and we are currently seeking to employ, a suitably qualified persons for the contract position of Brokerage Assistant.

JOB SUMMARY:

The Brokerage Assistant provides administrative, brokerage-related support to the Brokerage team.

KEY DUTIES AND RESPONSIBILITIES:

- Preparing documents for various TTCD transactions for the following:
 - Client information updates
 - Put-throughs
 - Lodging of share certificates
 - Pledges/Release of Pledge
 - Requests to remove deceased holders
 - Re-issue of dividend cheques
 - Inter CSD transfers/ Transfers to other brokers
- Preparation of contract notes and forwarding of signed contract notes to respective branches for collection by client.
- Mailing out contract notes and other stockbroking correspondence.
- Getting new accounts and client updates approved and signed off
- Opening of new accounts on required platforms such as Depend.
- Filing all TTCD correspondence, contract notes & KYCs

MINIMUM QUALIFICATION AND EXPERIENCE

- Full A' Level/CAPE or Diploma Certification particularly in Business, Accounting, Economics or related field from an accredited institution.
- One (1) years' experience in a similar environment and exposure to the investments industry will be an asset.
- A suitable combination of qualifications and experience will be considered.
- Proficiency in MS Office applications

