



JOB ADVERTISEMENT INVESTMENT 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.

We are seeking to employ on contract suitably qualified persons for the position of Investment Assistant.

JOB SUMMARY

The Investment Assistant provides administrative, investment-related support to the Investment team.

KEY RESPONSIBILITIES AND DUTIES

- Prepare trade documentation for select proprietary and client trading transactions.
- Update requisite internal unit schedules including but not limited to holdings, expected cash inflows/outflows and select risk positions.
- Liaise with relevant internal and/or external parties to ensure timely settlement of trading transactions.
- Maintain compliance with internal operating guidelines and policies.
- Compile and organize industry/market data as required by the Investment team.
- Perform other related duties as assigned.

MINIMUM QUALIFICATION AND EXPERIENCE

- A' Level/CAPE Certification particularly in the area of Business, Accounting, Economics from an accredited institution.
- One (1) years experience performing similar duties.
- Proficiency in MS Word, MS Excel and MS PowerPoint.
- A suitable equivalent combination of qualification and experience will be considered.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Attention to detail.
- Ability to multi-task and prioritize.
- Strong team orientation and good people skills.
- Excellent integrity and character.
- Exceptional command of verbal & written English.
- Strong communication and interpersonal skills.