

## **Position: (Executive Trade & Accounts)**

### **Responsibilities & Context**

- Execute buy and sell orders for clients.
- Maintain buy/sell order book daily.
- Guide clients toward profitable investment decisions.
- Manage existing portfolios by providing investment advice and market insights.
- Basic understanding of stocks, fundamental analysis, and a good understanding of market news.
- You must be aware of all the rules and regulations regarding trading issued by the BSEC.
- Manage day to day accounting functions including regular cash and bank book maintenance.
- Knowledge about monthly, quarterly, half yearly, yearly Report, financial statements.
- Must have practical knowledge of computers (MS Word, Excel, and E-mail).
- Experience Candidates will be given preference.

### **Requirements**

- Must have completed graduation in any discipline. (Business background will be preferred).
- Preference will be given to Authorized Representative certificate holders.
- Good communication skill and team work.
- Problem solving and critical thinking skill.
- Leadership and people management skill.
- Organizational ability and detail-oriented.

### **Experience**

- The applicants should have experience in the following business area(s): Share Brokerage/ Securities House, Stock Market.

### **Salary**

Attractive salary will be paid according to qualifications.

### **Workplace**

Work at office

### **Job Location**

Dhaka

### **Employment Status**

Full Time

- **Apply Now**
- [timescareer166@gmail.com](mailto:timescareer166@gmail.com)