

Operations Executive

Job Overview

We are an Online Forex Brokerage currently seeking to employ Operations Executives in Asia Pacific Region to expand our growing professional team.

As like the corporate giants, we understand the formula to a fruitful venture lies in an idea. To achieve our venture, each department is specialized and spearheaded by dynamic individuals to ensure that we maximise the best of our resources in obtaining solutions.

We are currently seeking to employ a dynamic Operations Executive whom we can give the autonomy in the daily task and groom to become a competent manager.

Job Responsibilities

- Perform key system-related tasks such as timely processing of funding and withdrawal, which includes Wire Transfer, Credit Cards and Payment Service Provider.
- Maintain merchant portal (Merchant portal of Credit Cards, Payment Service Provider) and perform settlements from merchant portal to corporate accounts.
- Understand and manage proper documentation (Department Operating Instructions) of all processes to ensure no operational gap & tight process control.
- Perform daily reconciliations.
- Work closely with the Head of Operations to ensure operational strategies are aligned with a view to improve system robustness and overall client experience.
- Other basic Operational Tasks and adhoc reporting for upper management and/or clients if required.

Requirements

- Detail-oriented with a high level of accuracy
- High level of self-motivation
- Ability to prioritise and manage multiple tasks successfully
- Basic experience in MS Excel
- Basic knowledge of legal and regulatory frameworks in applicable countries

Benefits

We offer an attractive compensation and benefits package for successful applicants which includes:

- Annual Leave
- Performance Bonus
- Salary Negotiable