

2018 Existing Opening (accept Graduated student)

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- Financial Services Representative (Foreign Exchange) – Malay Bahasa Speaker.

To help grow our Asian market, we are looking for young, energetic individuals who can speak Malay Bahasa proficiently to join us in our Hong Kong office.

Key Responsibilities (not limited to):

- Offer multiple solutions, platforms and services to self-trading customers
- Provide exceptional support to existing user base including market commentary and trading education in a timely manner
- Develop and maintain FX & CFD product and trade execution knowledge
- Liaise with local and international sales / support teams, middle office and back office teams
- Basic salary + discretionary quarterly performance bonus

Experience and Skills:

- A strong passion, interest and knowledge of global financial markets
- Highly energetic and quick learning skills
- Proven ability to manage time and information efficiently and effectively
- Resourcefulness and self-reliance in identifying and solving problems
- Previous sales, tele-marketing and service oriented experience is a plus
- A team player with strong organizational skills and proactively collaborate with the Financial Services Team to manage time, resources, volume, and customer feedback

Qualifications:

- Degree in Economics / Finance / Business Admin is preferred.
- Fluent in any Indonesian Bahasa and English is a must. Mandarin is a plus.
- Strong MS Office skills with familiarity of Salesforce software preferred
- Fresh graduates / no experience in Finance industry are also welcome, formal on-the-job training will be provided
- Final year students if able to work at least 16 hours per week will consider as Financial Services Intern. Good performance during the internship will have chance to consider as a full-time employee in future.
- Ideal candidate should be eligible to work in HK. IANG Visa Holders are welcome.

Fringe Benefits:

We are dedicated to fostering a Work Hard Play Hard, Friendly Working Culture being a Participation Organization of Work Life Balance (WLB) for 2017/2018. We are an Equal Opportunity Employer and welcome applications from all walk of life and nationalities with the required skill and experiences.

Leading Remuneration & Supportive Package:

Career Development / In-house and on the job training / Comprehensive Medical Coverage / Life Insurance / Discretionary Bonus / Visa Sponsorship.

Work-Life Balance:

5 day week / Monthly Birthday Staff Party / AL ranging from 10 to 23 working days / Marriage leaves / Full paid Maternity and Paternity leave / Annual Party / Care for Community events.

If you are ready for a new challenge in your career, please send your full detailed resume with current & expected salary by sending email to: asiahr@fxcm.com You are welcome to visit our company website: <http://www.fxcm.com> for details.



• **Financial Services Representative (Foreign Exchange) – Mandarin Speaker.**

To help grow our Asian market, we are looking for young, energetic individuals who can speak Mandarin proficiently to join us in our Hong Kong office.

Key Responsibilities (not limited to):

- Offer multiple solutions, platforms and services to self-trading customers
- Provide exceptional support to existing user base including market commentary and trading education in a timely manner
- Develop and maintain FX & CFD product and trade execution knowledge
- Assist in institutional clients on-boarding
- Implementing proper KYC standards to ensure the firm operates in compliance with relevant regulatory requirements
- Liaise with local and international sales / support teams, middle office and back office teams
- Basic salary + discretionary quarterly performance bonus

Experience and Skills:

- A strong passion, interest and knowledge of global financial markets
- Highly energetic and quick learning skills
- Proven ability to manage time and information efficiently and effectively
- Resourcefulness and self-reliance in identifying and solving problems
- Previous sales, tele-marketing and service oriented experience is a plus
- A team player with strong organizational skills and proactively collaborate with the Financial Services Team to manage time, resources, volume, and customer feedback

Qualifications:

- Degree in Economics / Finance / Business Admin is a plus.

- Fluent in written and oral Mandarin and English.
- Strong MS Office skills with familiarity of Salesforce software preferred
- Fresh graduates / no experience in Finance industry are also welcome, formal on-the-job training will be provided
- Final year students if able to work at least 16 hours per week will consider as Financial Services Intern. Good performance during the internship will have chance to consider as a full-time employee in future.
- Ideal candidate should be eligible to work in HK. IANG Visa Holders are Welcome.

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*** Financial Service Officer (Foreign Exchange) - Indonesian Bahasa Speaker (Full-time or Part-time)**

To help grow our Asian market, we are looking for young, energetic individuals who can speak Indonesia Bahasa proficiently to join us in our Hong Kong office.

Key Responsibilities (not limited to):

- Offer multiple solutions, platforms and services to self-trading customers
- Provide exceptional support to existing user base including market commentary and trading education in a timely manner
- Develop and maintain FX & CFD product and trade execution knowledge
- Liaise with local and international sales / support teams, middle office and back office teams

- Basic salary + discretionary quarterly performance bonus

Experience and Skills:

- A strong passion, interest and knowledge of global financial markets
- Highly energetic and quick learning skills
- Proven ability to manage time and information efficiently and effectively
- Resourcefulness and self-reliance in identifying and solving problems
- Previous sales, tele-marketing and service oriented experience is a plus
- A team player with strong organizational skills and proactively collaborate with the Financial Services Team to manage time, resources, volume, and customer feedback

Qualifications:

- Degree in Economics / Finance / Business Admin is preferred.
- Fluent in any Indonesian Bahasa and English is a must. Mandarin is a plus.
- Strong MS Office skills with familiarity of Salesforce software preferred
- **Fresh graduates / no experience in Finance industry are also welcome, formal on-the-job training will be provided**
- Final year students if able to work at least 16 hours per week will consider as **Financial Services Intern**. Good performance during the internship will have chance to consider as a full-time employee in future.
- Ideal candidate should be eligible to work in HK. **IANG Visa Holders are Welcome.**

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- **Operation Associate (Back Office) – KYC / Client On Boarding**

Key Responsibilities (not limited to):

- Conduct KYC (Know Your Client) review on new client relationships
- Process investment trading account applications compliant with regulatory requirements
- Handle existing clients' account maintenance requests
- Perform financial transactions within Back Office systems (deposits, withdrawals, transfers, etc)
- Liaise with internal departments to ensure smooth client onboarding experience
- Provide customer service via email and phone
- Assist with ad hoc projects as assigned

Experience & Skills:

- Degree holder in any discipline. Fresh graduates are welcomed. Major in Accounting, Finance, Economics, or Business-related.
- Experience in Finance / Banking / Customer Service industries is an advantage.
- Fluent in English (verbal and written)
- Good interpersonal and customer service skills in English, Cantonese and Mandarin
- Proficient in Microsoft Office (Words, Excel, PowerPoint, Outlook) and English & Chinese word-processing
- Able to multi-tasking, determine priorities, and meet deadlines in a fast-paced business environment
- Attention to detail, accurate, responsible, independent, initiative, customer-oriented

Career Development and Opportunities at FXCM:

- High performing employees within the Operations team have historically been promoted to positions including Specialized Teams, Team Leader, Vice President, and Managing Director
- Wide range of job rotation within the department: New Accounts, General Operations Treasury, Operations Sales Support, and Trainer
- International offices job training opportunities

- Excellent learning opportunities in worldwide FX regulations
- Professional finance knowledge and regulation training

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- **Accounting Clerk**

Responsibilities include (but not limited to):

- Handle day to day accounting operations and activities
- Perform Daily Reconciliations
- Update daily balance sheet and expense report
- Prepare company expense disbursement and staff reimbursement claims
- Coordinate with U.S. headquarters and group office in China related to accounting issues
- Review and check the company expenditures upon request
- Perform clerical functions such as data entry, checking invoices, and filing
- Ad-hoc projects as assigned

Qualifications:

- Degree holder with major in Accounting

- Preferable with 0 - 1 year accounting experience. Fresh graduate will be considered if they can demonstrate they are willing to develop a career with us.
- Analytical mind, attentive to detail and good communication skills
- Strong sense of responsibility, mature, independent & self-motivated
- Able to meet deadlines and work under pressure
- Proficiency in MS office, Chinese word processing & Accounting software applications
- Good command of English, Putonghua & Cantonese (verbal and written)

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• **Institutional Operation Associate**

We are seeking career minded and independent individual for an entry level full-time position in our Institutional Operations department. The Associate will be part of a global team providing operational support on a 24/5 basis to an international network of Retail and Institutional clients.

Key Duties and Responsibilities:

(Applies to both Retail and Institutional client segments)

- Fresh Graduate is welcome if the job holder is potential and eager to develop the career with us as comprehensive on-the-job training is provided.
- * Onboarding and maintaining client accounts.
- Performing daily operational transactions (deposits/withdrawals/trade reconciliations etc).
- Customer service and routine correspondence with clients (emails, phone, chat etc).
- Customize solutions based on unique needs of large volume producing White Labels, Omnibuses, or Prime Broker clients.

- Liaise with Institutional Sales Associates located within our London, Paris, Berlin, and New York offices on a daily basis.
- Liaise with other internal departments to fulfill their requests specific to the client segment serviced by Institutional Operations.
- Compile scheduled and ad-hoc reporting needs such as Volume, Revenue/PnL calculation, etc.
- Assist, and potentially lead, new firm wide initiatives based on customer demand or regulatory requirement.

Skills/Requirements:

- Degree Holder in any discipline
- Able to communicate effectively in English and Mandarin, both verbally and in writing required
- Strong Excel skills with ability to handle data analysis.
- Detail-oriented with a high level of organizational skills.
- Self-starter and able to work with minimal supervision.
- Good customer service skills.
- Be able to determine priorities and follow up in a timely fashion.
- Be able to work collaboratively and constructively in a team environment.

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- **Junior IT Support**

Below is the job requirement for junior IT support. Please help to post it.

Key Responsibilities:

- Report to the IT Manager
- Providing technical/desktop support for local and remote offices
- Hardware and software installation, support and maintenance; such as Microsoft Outlook & Office
- End user support for all IT related issue, such as desktops /notebook / Blackberries / phones
- Maintain hardware and software inventory
- Assist in various IT related projects, such as server setup
- AV systems support – projectors, TVs, video conference devices.
- Onsite support for both of HK & Shenzhen office.

Job Requirements/Qualifications:

- Higher Diploma in IT or related discipline
- 1 year relevant experience is a must
- Knowledge in Linux (Centos) / Cisco Lan switch products / Vmware is an advantage
- Knowledge on Windows (Windows 7, Windows 10) based desktops & Microsoft Office
- Understanding of network principles
- Good sense of responsibilities and self-motivation
- Pro-active and result oriented team player
- Occasionally travel to Shenzhen office
- Able to work on after hours when requested
- Able to communicate with English and mandarin is an advantage

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- **Sales and Research's Internship**

We are looking for an intern to work on a variety of high-priority research projects focused on financial industry.

Internship duties will include, but are not limited to:

- Financial industry research, data collection and analysis, construction of data visuals, and professional writing (that could include fact sheets, reports and/or web content).
- Prospective applicants will have the opportunity to work alongside passionate and talented individuals in a fast-paced environment, with responsibilities that touch on all aspects of FXCM's research agenda.

Skills/Requirements:

- Candidates should be available to work at least 16 hours per week.
- Ideal applicants will have an interest in finance, economics, business and/or statistics.
- Previous professional or academic experience in research and analysis and proficiency with Microsoft PPT and Excel is preferred.
- A top applicant will be a detail-oriented self-starter with strong English and communication skills across all mediums and a demonstrated ability to think critically.

Academic Majors:

- Post - Graduate and Undergraduate students in economics, business (management or finance), statistics, political science or related field.

If you are ready for challenge, please send your resume with available work days to asiahr@fxcm.com

Hourly Rate: HKD 50/ hour

- **Translator / Copy writer**

You will be responsible for

- ☐ Direct report to Marketing Director for full spectrums of translation and copy writing duties
- ☐ Translate, edit, review, and proof-reading on various types of financial documents, marketing materials, product guide, service emails from English to Chinese
- ☐ Work with internal designers and marketing executives for website and advertising assets' content from draft to finish
- ☐ Handle ad hoc project assigned by Marketing Director

Requirements

- ☐ Degree holder in Translation or related disciplines
- ☐ Min 2-3 years of translation experience in banking / finance / marketing industry is a must. Experience in full time capacity is also needed.
- ☐ knowledge of marketing language for mainland china is a definite advantage
- ☐ Good command of Word, Excel, & PowerPoint
- ☐ Able to work under pressure and tight schedule
- ☐ Self-motivated and independent; ready to learn and be able to work with team
- ☐ Fluency in English and Mandarin for reporting is an essential
- ☐ Will consider adjust schedule for in-office hours for qualifying candidate

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