



We are looking for an
OPERATIONS ASSISTANT

The successful candidate will be a bright, pleasant and motivated individual able to work a flexible schedule, including certain public holidays. Attention to detail and respect for confidentiality will be paramount.

Responsibilities will include:

- Daily entry of trading and settlement data
- Preparation of company reconciliations
- Problem solving
- Preparing daily trade reports
- Updating trading information documents and databases
- Preparation of analytic data statistics
- Daily interaction with BSX members/clients

Qualifications required:

- Good knowledge of PC Based Windows applications including Microsoft Offices Suite of Products
- Prior experience within securities markets would be beneficial

Salary offered will be commensurate with the successful candidates work experience.

Applicants should apply in writing by **28th November, 2014** to:

The Operations Manager
P.O. Box HM 1369
Hamilton HM FX