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HotForex is an **award winning** forex and commodities broker providing trading services and facilities to both retail and institutional clients. Operating under the brand name “HotForex”, HF Markets Ltd. is **authorized and regulated** by the Financial Services Commission (FSC) with a Category 1 Global Business License.

Position: **Business Development Executive** Department: **Business Development** Reports To: **Head of Business Development**

RESPONSIBILITIES & DUTIES

- Call new leads, introduce the company and ascertain the needs of the client
- Manage the retention of clients to ensure maximum capacity
- Following up on leads for prospective clients
- Conduct an induction to new clients and how to utilise the systems available to them
- Negotiate and inform affiliates of the commission structure they will work with
- Communicate the various promotions, products and marketing campaigns currently active
- Approve application forms along with documents using KYC procedure of potential clients
- Update the CRM to document progress with clients
- Arrange meetings, either face to face or remote, with clients to drive business development
- Travel to various locations and attend seminars and educational meetings
- Carries out any further duties assigned by their line manager
- Contributes to a positive and dynamic working environment

REQUIREMENTS

- Fluency in English plus an additional language
- Strong communication skills
- Experience in sales or Business Development will consider as an advantage
- Able to work in a fast paced environment
- Self motivated and target orientated individual

BENEFITS

A very competitive remuneration and benefits package is offered to all successful candidates including 13th salary and medical insurance, in addition to the opportunity to work within an exciting and engaging work environment where you will be given the tools and guidance to reach your full potential.

Applications must be made through our careers webpage: www.hfeu.com/careers
All applications will be treated as confidential