



JOIN A WINNING TEAM
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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 Europe Ltd. is **authorised and regulated** by the Cyprus Securities and Exchange Commission (CySEC) and the Company holds a Cyprus Investment Firm license with number 183/12 and may freely provide cross-border services in other Member States and Countries.

Position: **Operations Executive**

Department: **Operations**

Reports To: **Head of Operations**

RESPONSIBILITIES & DUTIES

- Analyse new project specifications and translate system requirements to programmers and other engineers
- Follow the schedule set out by the work plan and ensure that projects are on time
- Communicate to the relevant departments any revisions to the schedule
- Oversee the documentation of processes and procedures and ensure that Processes/Procedures documentation are created and updated in a timely manner
- Arrange and attend meetings to review the progress and quality of the project with the project team
- Assist in providing a full evaluation for completed projects
- Improve processes and policies in support of organisational goals
- Formulate and implement departmental and organizational policies and procedures to maximize output
- Monitor adherence to rules, regulations and procedures
- Carries out any further duties assigned by their line manager
- Contributes to a positive and dynamic working environment

REQUIREMENTS

- University Degree
- Minimum 2/3 years' experience in a similar role
- Experience within FX industry would be considered an advantage
- Fluency in English – extra language would be considered an advantage
- Excellent communication and interpersonal skills
- Able to meet strict deadlines and show strong organisational abilities
- Able to work in a fast paced environment

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.hotforex.com/careers

All applications will be treated as confidential.