

First Financial Brokerage House (FFBH) is a leading non-banking financial institution on the Bulgarian capital market. FFBH is providing the full spectrum of brokerage services specifically tailored for both retail and institutional investors. We are the main contact point for the large majority of foreign and local institutional investors in the Bulgarian equity market. For retail accounts we offer easy access to international financial markets in partnership with the leading global online broker Interactive Brokers.

FFBH is looking to recruit a highly motivated individual to be a part of our **Back Office team** with potential to build significant practical experience.

## **RESPONSIBILITIES**

The successful applicant should be able to:

- Perform general administrative duties such as taking calls, filing, processing mails, scheduling meetings with clients
- Work closely with assigned Back-office assistants to leverage their time and productivity
- Prepare and submit trading reports and confirmations
- Prepare and submit, track and process settlement instructions to clearing & settlement institutions
- Update and maintain databases of clients and market information
- Learn, understand and apply the respective legislative requirements related to the capital markets

## **REQUIREMENTS**

- Bachelor degree in business major, preferably Finance, Accounting or Economics
- Comprehensive English – written and spoken
- Excellent knowledge of MS Office
- Positive attitude, willing to learn and strong people skills
- Experience in a relevant field would be considered an advantage

## **FFBH WILL OFFER:**

- Interesting, dynamic and expertise-developing job in an excellent working environment
- Qualified and co-operative team
- Competitive remuneration

If you want to apply for this position, please send a CV to [ffbh@ffbh.bg](mailto:ffbh@ffbh.bg). Only shortlisted candidates would be contacted.