



## Operations Administrator

Technementals Technologies (Bulgaria) EAD is a subsidiary of FXCM Group. The FXCM group of companies (collectively, the "FXCM Group") is a leading provider of online foreign exchange (forex) trading, CFD trading, spread betting and related services. Our mission is to inspire global traders with access to the world's largest and most liquid market. By offering the most innovative trading tools, hiring the best trading educators, and meeting strict financial standards to protect trader funds, we strive for the best online trading experience in the market.

We are seeking career minded and independent individuals for an entry level full-time position of Operations Administrator at Back Office Operations - Sofia, Bulgaria. This role requires confidentiality, strong organizational and communication skills. Candidate should be able to work in a team environment as well as work independently and be computer proficient.

### Responsibilities:

- Sorting, renaming, and reformatting incoming client requests via enterprise software or email
- Document identification and data entry
- Performing various daily tasks
- Gathering documentation and information for client accounts in regards to internal and regulatory audit requests
- Other tasks and projects as they arise

### Skills/Requirements:

- Positive attitude and excellent work ethics
- Self-starter and able to work with minimal supervision.
- Analytical and critical thinking and good attention to detail
- Able to meet productivity and quality benchmark requirements of the company
- Able to multi-task and meet deadlines in a fast-paced business environment
- Fluent English

This is a perfect opportunity for candidates with little experience to begin a career in a multinational fast-paced business environment. This position is suitable for ambitious, dynamic candidates who are not afraid to go out of their comfort zone and take on new challenges.

Start Date: ASAP

Hours: Full time, 40 hours per week, Monday – Friday 9am-6pm

**Prior to submitting your resume, the firm requests that you review the firm's website thoroughly:**

[www.fxcm.com](http://www.fxcm.com).

**If you are interested in this position, please send us your CV in English to [hr-bulgaria@fxcm.com](mailto:hr-bulgaria@fxcm.com).**