

Fortrade, the leader in trading

Join the leading brokerage firm and one of the quickest growing financial institutions in the region.

Ambitious and career oriented? Looking for constant personal development and serious financial rewards? Strong communication skills? You want to have a profession that matters? If all of your answers are 'yes' and you are NOT looking for a boring job, your place is here!

Fortrade Ltd. was established in 2013 and has grown rapidly to become a leading provider of online trading solutions for individual and institutional clients. Based in the UK, authorised and regulated by the Financial Conduct Authority, we are innovators specialising in the development of trading platforms that are both technologically advanced and user friendly.

We offer our clients a wide range of trading instruments covering more than 300 commodities, as well as currencies, indexes and stock CFD's.

Fortrade is continually growing and expanding. Our plan is to widen our international business unit from 60 to 110 employees and in order to partially support this department, we're seeking for an organised:

Back Office Support (Chinese speaker)

Location: Belgrade (our regional headquarters)

Some of your main responsibilities:

- Play a lead role in execution of administrative back office clients processes
- Process e-mail and telephone in requests between our clients and our London office
- Create, update and amend relevant client documentation in our CRM database
- Complete all necessary communication and documentation in a timely manner

What are we expecting from you?

- Fluent Chinese language
- Relevant university degree
- Ability to adapt to changing priorities, multitask and prioritise work in order to successfully accomplish job duties
- Excellent attention to detail, communication- and interpersonal skills
- Affinity with- and understanding of financial markets

What can you expect from us?

- Opportunity to build career in top segment of financial sector, in a financial institution
- Very competitive salary package
- Pension + health insurance
- Financed English courses to fine tune your business English
- Financed gym & fitness
- Covered and financed work permit (for foreigners)
- Working in a professional department, in a pleasant international office environment (20 different nationalities)
- Playstation gaming area
- Ongoing training, personal- and professional growth
- Being part of a rapidly growing, highly successful international firm, full of advancement opportunities to senior positions
- Integrity, flexibility, commitment and a bright future in a legit brokerage company licensed by one of world's most appreciated financial authorities

Fortrade Ltd: If not now, when?

If you want to become part of Fortrade Ltd, **send your up to date CV in English to sasha@fortrade.com**. We wish to emphasize that the place of employment is at the company Client Center in Belgrade, Serbia.