



Human Resources Coordinator

WORK WITH A GLOBAL TEAM

The Company

Titan FX is a regulated securities dealer based in Port Vila, Vanuatu. The company operates the Titan FX brand offering forex and CFD brokerage to traders globally. Titan FX differentiates itself from other brokers by investing in product development and outstanding customer service rather than sales and advertising.

Titan FX prides itself in offering employee training and career developing working conditions.

The Opportunity And Main Purpose Of The Position

To provide outstanding support for the Titan FX employee experience by ensuring that everyone in the Port Vila office has what they need to function well, and to provide assistance to the HR function across the group, ensuring efficient processing of employee related information across the employee lifecycle including recruitment, onboarding, performance, learning and benefits.

Principal Responsibilities and Tasks

Key responsibilities include:

- Maintaining internal HR related records (online and offline) to ensure all employee documentation is up to date.
- Creating and maintaining employment contracts, policies, letters and other documents.
- Recruitment: Using online Applicant Tracking Systems, managing candidate communication to ensure a high level of candidate care, reviewing applications, booking interviews, conducting phone screening and reference checks, placing advertisements as directed in Vanuatu and Australia on relevant media platforms and job boards.
- Administering and maintaining HR related systems and platforms for recruitment, employee onboarding, self service, learning and development.
- Monitoring and following up Compliance Training, ensuring all requirements are met.
- Communicating with recruiters and other external parties.
- Drafting and updating company policies, ensuring legal compliance across relevant geographies.
- Initiating the onboarding and offboarding of staff using online and offline tools and processes.
- Coordinating all aspects of employee onboarding including equipment, buddy program and training.
- First point of call for all HR related queries in Port Vila, escalating to HR Manager in Australia as appropriate.

- Coordination of requirements including such as travel, training sessions, and team-building events.
- Ensuring the functional chart and employee profiles are up to date.
- Greeting visitors to the office, coordinating meetings and general office management/coordination duties as directed by the local GM.

Qualifications, Experience And Competencies

The successful candidate will bring:

- An undergraduate degree in HR or relevant Business related field
- Excellent computer skills across the Google Suite of products
- Project management skills
- Time management and ability to juggle competing demands
- Excellent verbal and written communication skills
- Strong attention to detail
- Previous experience with HR Management or Learning software or system
- At least 2 years + experience in an Recruitment or generalist HR role
- Flexible and adaptable
- Self sufficient and able to work both autonomously and as part of a team

Please send CV and Introduction letter to hr@titanfx.com. The deadline for submissions is close of business 14 May 2021.