

We are looking for candidates in various roles as

Full time admin clerk for the Vanuatu office of a Securities Dealer Company

Introduction

Our firm, APAC Management Consultancy, is a consulting and recruiting company based in Singapore. We are publishing this ad on behalf of some of our clients, for positions available in Vanuatu. In fact, we are assisting **several international groups** to establish a local office in Vanuatu. There are multiple similar positions available.

Description

Our clients are companies that operate as broker/dealers on derivatives. They offer to their clients an electronic trading platform, that is a software to execute buy and sell transactions on various financial products, typically CFDs on currency rates (Forex) and on the prices of stocks, indices, precious metals, oil and other commodities.

These companies are licensed and regulated by the VFSC (Vanuatu Financial Services Commission), and are now establishing a local company and an operative office in Vanuatu.

To this end, we are helping them to locate suitable candidates for this position, available immediately. Other positions are also available, for which our firm has published separate job ads.

These companies are parts of international group that have other offices abroad, typically in Australia and/or East Asia, Europe, UK, and Middle East.

Key Skills Required

- Must be residing in Vanuatu or prepared to become a resident upon taking the role.
- Must hold a university degree in economics, law, or business administration.
- Some work experience in financial services or law will be considered an advantage.
- Proficient in written and spoken English
- Good communication skills and ability to work within local and international teams
- Communicating in other languages, particularly of South and East Asia, will be an advantage.
- Must be familiar with cloud-based software and proficient in technology
- An understanding of financial markets, online trading, Forex, leveraged investment, commodities, crypto currencies, stocks, financial statements, will be a strong advantage. Training will be provided.
- The candidate will work for a company regulated by the Vanuatu Financial Services Commission (VFSC) and the Vanuatu Financial Intelligence Unit (VFIU); therefore, any knowledge of the rules and regulations of that apply to Securities Dealers will be considered an advantage.

Please do note that **this position is only available to candidates that can provide evidence of holding a university degree in economics, law, or business administration.** Our firm also placed **separate job ads for other positions that require more experience**; please answer to the right job ad only.

Job Description

This list is only indicative. The exact list of tasks and functions will be determined by our client (the employer) based on requirements and on the profile of the candidate.

- Ensuring that the business activities comply with all relevant regulations and guidelines issued by the regulatory authorities
- Assisting with the preparation and timely filing of reporting required by the VFSC and the VFIU.
- Assisting with day-to-day operations of settlement/ corporate actions/ remittance to ensure all the instructions are executed accurately and in a timely manner;
- Assisting functions and business units on the regulatory compliance and risk management related to the transaction settlement cycle;
- Ensuring all the appropriate controls are in place to comply with the regulations and internal policy
- Communicating with our group persons overseas to support other staff of the Group;
- Additional tasks might include risk monitoring, marketing, customer support, onboarding of new clients, and any other function required to run the local operations.

Important

Please understand that this is a **full-time position**, you are expected to work from the office during business hours, and you cannot have commitments with other companies. Do not apply if you cannot meet this requirement.

Remuneration

The basic salary depends on the candidate's relevant experience, knowledge, and skills.

Discretionary or performance-related bonus might also be offered.

Training will be provided by international and local managers.

Finally, the candidate will benefit from working for an international group and being exposed to different cultures.

How to Apply

Please send your CV/resume to talents@apacmc.com with subject GRAD-VU.

Please understand that we will only respond to shortlisted candidates.