

**MATADOR PRIME OOD**, as a Regulated Investment Intermediary Company, is an Asset Management unit and Broker specializing in international investment through automatic forex trading systems.

The company has a full-time Team of over 70 employees, distributed in 15 countries. In addition to an extensive network of investment professionals spread across the globe.

Currently our company is looking for experienced professionals to fill several vacancies in different areas.

The candidates should have the willingness to learn and grow in a brokerage firm, where attention to detail, responsibility, quantitative analytical and communication skills go hand in hand.

## **ASSISTANT OPERATIONS (Middle Level Expert Staff)**

### **Job description:**

Reporting to the Operation Manager, the role will have the following job purpose:

- Monitoring and controlling the team of the Accounts Controller.
- Monitoring the performance of the official station, understanding the trend, support / provide feedback to control all current accounts available.
- Providing a consistent and holistic view of customer / market trends and business threats and opportunities.
- Providing clear and actionable insights combining customer and market data.
- Analyzing and communicating data-driven insights.
- Maintaining and developing existing reports.
- Gathering, consolidating and analyzing both financial and operational data.
- Collecting, harmonizing and maintaining functional & operational processes.
- Managing, monitoring and reviewing IT decisions on infrastructure and applications.
- Setting objectives for direct reports and monitor progress. Motivate them and create an efficient working environment.
- Managing the development and implementation across company of internal control procedures.
- Monitoring the compliance of all internal control procedures and implementing corrective actions.

### **Profile sought (Male / Female):**

- Bachelor degree in Economics or Business Administration and Management.
- Knowledge in financial markets
- Knowledge of trading platforms ( MT4 Client , Manager or Admin )
- Background of over 2-3 years in the financial field.
- Very high English level, both written and spoken, is a must.
- Spanish is valuable.
- Knowledge in MetaTrader4 and **CRM** software is valuable.
- Advanced user of MS office, especially Word and Excel.
- Competent, responsible, polyvalent and efficient.



- Possibility to work in shifts.

- Competences:

- Team Leadership and Team work, with ability to work in cross-functional and cross-cultural teams (multinational environment).
- Skills to tolerate high pressure environments and working with stretch deadlines.
- Strong organizational skills.
- Strong problem solving and quantitative analytical skills.
- Strong Data presentation & reporting skills.
- Ability to analyze financial and operational information and present it according to Group requirements.
- Good understanding of systems and processes to drive improvements and efficiencies in the end to end accounting and reporting process.
- Strategic mind-set.
- Ability to motivate.
- Excellent communication skills.
- Good and fast comprehension.
- Capacity to interact with other departments of the organization and Responsible.
- Persistence in procedures compliance tracking and control.
- Ability to do rotating shifts work.

### **We offer:**

- Permanent Position.
- Competitive salary.
- Good working environment.
- Immediate incorporation.