

Padma Bank Securities Limited

Officer / Executive Officer, Authorized Representative (AR)

Application Deadline: 13 May 2025

Summary

Vacancy: --

Experience: 2 to 5 years

Location: Dhaka

Published: 16 Apr 2025

Minimum Salary: Negotiable

Requirements

Education

- Masters
- Candidates must hold a Bachelor's or Master's degree in any discipline from a recognized institution.

Experience

- 2 to 5 years

Additional Requirements

Experience and Educational Requirements:

- 2 to 5 years of relevant experience in the capital market or a related field.
- Proven track record of working within a stock brokerage or capital market environment is essential.

Additional Requirements:

- Must possess a valid and up-to-date Authorized Representative (AR) certificate.
- Strong communication and presentation skills, with the ability to effectively engage clients and stakeholders.
- Demonstrated commitment to maintaining strict compliance with all regulatory and internal compliance requirements.
- In-depth understanding of relevant regulatory frameworks, including Stock Dealer, Stock Broker, and Authorized Representative Regulations.
- Preference will be given to candidates with an established client base and the capacity to contribute to the company's trade volume growth.

Responsibilities & Context

Position: Officer / Executive Officer, Authorized Representative (AR)

Job Responsibilities:

- Execute buy and sell orders on behalf of domestic and foreign clients with accuracy and efficiency.
- Operate and manage trades using the DSE-FlexTP platform with a strong command of its functionalities.
- Set buy and sell limits based on clients' available cash balance or ledger positions in compliance with trading regulations.
- Ensure full adherence to all applicable regulatory requirements and internal company policies.
- Provide clients and management with timely market insights and prepare relevant analytical reports to support informed decision-making.
- Communicate current market trends, conditions, trade opportunities and risks to clients via telephone and in-person meetings.
- Proactively contribute to achieving business development and revenue targets set by the company.

Compensation & Other Benefits

Salary: Negotiable/ As per Company's Structure A competitive and attractive remuneration package will be offered to well-qualified and experienced candidates, commensurate with their professional background and performance targets.

Employment Status

Full Time

Job Location

Dhaka

Read Before Apply

Only shortlisted candidates will be called for an interview.

Company Information

Padma Bank Securities Limited

Address:

DSE Tower, Room- 137, Level- 08, Plot- 46, Road- 21, Nikunja- 2, Khilkhet, Dhaka- 1229.

Business:

Stock Broker