

Rizzo, Farrugia & Co (Stockbrokers) Ltd is a leading investment and stockbroking firm. We are members of the Malta Stock Exchange and licensed by the MFSA. The company has built a reputation of providing an excellent service and investment advice solely on the basis of investor objectives and requirements.

We are looking for a Trader & Research Assistant to join our team.

Trader & Research Assistant

General duties and responsibilities

- Execution of client trade orders in respect of securities listed on the MSE;
- Liaison with the MSE, clients as well as other stakeholders on trading matters;
- Processing client trade orders for securities listed on international stock markets;
- Performing any pre-trading and post-trading administrative duties;
- Ongoing maintenance and review of the order book to ensure its consistent accuracy;
- Preparation and circulation of various daily and weekly market reports, news items/company announcements, and periodic news articles;
- Maintenance and updating of various market statistics, prices, lists, indices and other market information;
- Maintenance and updating of our webpages containing market information;
- Attending analyst meetings/AGMs of locally listed companies, and generally following all relevant local market news and company announcements;
- Assistance in the compilation of Financial Analysis Summary reports of locally listed companies;
- Handling of other necessary trading, research, reporting and administrative duties in an effective and timely manner.

Candidate credentials

- Possess a qualification related to finance or financial services, or be in the process of obtaining such qualification;
- Should have previous work experience in, or have an interest and show willingness to learn about, the financial services industry. Previous experience in the role of a trader would be considered an asset, however appropriate in-house training will be provided to suitable candidates that do not possess such experience;
- Proficient in the use of the most common MS Office tools, such as Excel, PowerPoint and Word, as well as experience in the use of client maintenance / financial software;
- Must have a highly professional and ethical approach, be trustworthy, well-organised, an excellent team player, and capable of assuming full responsibility for duties assigned to him/her and to meet set timeframes and deadlines.

Application letters and CVs should be sent by email to info@rizzofarrugia.com.

All applications will be treated in strictest confidence.

