

<b>Position</b>	<b>IT Support Executive – Institutional Broking</b>
Job Description / Responsibilities	<ul style="list-style-type: none"> <li>➤ Develop, manage and oversee execution of all product and platform development/enhancement projects including approvals of BRDs, FSDs and other stakeholder approvals.</li> <li>➤ Manage activities related to product modifications and ensure adequate communication of product changes across departments including Sales Team, Dealing Team, legal, compliance and others.</li> <li>➤ Manage overall relationship with internal stakeholders like various Business Heads, IT, Information Security, Risk, Compliance etc. for product development and enhancement.</li> <li>➤ Knowledge &amp; Deployment of Institutional broking activities Equity and Derivatives products and on improvement of platforms like Direct Market Access , Algo Trading and Backoffice Application</li> <li>➤ Develop and manage customer engagements and client life cycle and journey to maintain a high level of retention of the existing customer.</li> <li>➤ Work with control functions such as Legal, Compliance, Tax and Risk to carry out periodic review of products to ensure that they are offered within policies and regulations.</li> <li>➤ Also Responsible for Backoffice Application support by coordinating with the Vendors and End users.</li> <li>➤ Any other work as may be assigned from time to time.</li> </ul> <p><b><u>KEY RESPONSIBILITIES AND ACCOUNTABILITIES</u></b></p> <ul style="list-style-type: none"> <li>➤ To keep abreast with the market knowledge and market intelligence.</li> <li>➤ Responsible to ensure all activities are in adherence as per Compliance &amp; Risk.</li> <li>➤ Provide regular updates to the immediate superior as and when required.</li> </ul>
Job specific skills	<p>Applicants should have –</p> <ul style="list-style-type: none"> <li>➤ Prior experience in similar role will be preferred.</li> <li>➤ Excellent oral &amp; written communication skills (Must)</li> <li>➤ Detailed knowledge of latest technologies in broking.</li> <li>➤ Should have sound understanding of capital markets.</li> <li>➤ Should be a result-oriented, self-starter, proactive.</li> <li>➤ Experience in Front &amp; Back Office in Retail Broking organization.</li> <li>➤ Should possess strong networking &amp; relationship building skills.</li> <li>➤ Ability to work independently and also as part of a team</li> </ul>

Educational Qualification	Graduate/ Post Graduate from recognized Universities, Advanced degree preferred.
Minimum Experience	5+ Years
CTC OFFERED	Compensation will not be limiting factor for the right candidate and will be discussed on a case by case basis.
Location of posting	Mumbai
How to apply	Applications should be submitted on our email <a href="mailto:careers@bobcaps.in">careers@bobcaps.in</a> Please mention “ <b>Application for the post of IT Support Executive</b> ” in the subject. Applications with any other subject will not be accepted.
Website	<a href="http://www.bobcaps.in">www.bobcaps.in</a>
Contact Person	Ms. Trilby Dmonte
Contact No.	022-61389300
Last Date for application	02 <sup>nd</sup> June 2023