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## Paralegal

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FXCM Global Services (HK) Limited is seeking a generalist paralegal as additional headcount for its legal department. You will be supporting FXCM Global Services (HK) Limited's operations in the Asia region working on issues relating to a broad range of subject matters.

### **Main responsibilities:**

1. Conduct legal and regulatory research on a broad range of legal subjects and prepare research notes;
2. Translation of legal documents to and from English and Chinese;
3. Draft and review correspondences, reports, presentation materials, commercial contracts and documents in English and Chinese;
4. Assist with company secretarial matters and administration matters;
5. Liaise with business units, internal and external parties, and local authorities as required; and
6. Provide support to legal team members.

### **Requirements:**

1. Experienced in PRC law and familiarity with HK law;
2. 1 - 3 years of legal experience from in house or sizeable law firms; Fresh Graduates with Interns experience will also be considered
3. Fluent Mandarin, Cantonese and English language skills (speaking, reading and writing). An ability to read and write both Simplified and Traditional Chinese is essential;
4. Well-organized and meticulous;
5. Proactive and able to meet deadlines;
6. Proficiency in PC applications; and
7. Willingness to travel (not frequent).

**Position only available for Hong Kong based candidate. IANG Visa Holders are welcomed.**

We offer 5-day work week; comprehensive training; excellent career development & prospects and a competitive package, including annual leave, medical benefits (clinical, hospital & dental), discretionary Year Ended bonus. If you are ready for a new challenge in your career, please send your full detailed resume with current and expected salary and availability to [asiahr@fxcm.com](mailto:asiahr@fxcm.com)

Please visit our Website: <http://www.fxcm.com> for reference.

Information provided will be treated in strict confidence and only be used for recruitment-related purposes.

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## Financial Service Representative (Foreign Exchange) - Malay Bahasa Speaker

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**To grow our Asia market, we are looking for young, energetic individuals who can speak English / Malay Bahasa proficiently to join us in our Hong Kong office.**

**Key Responsibilities** (not limited to):

- Provide clients with best-in-class service on phone, chats, and email
- Intelligently articulate financial and market-related concepts
- Go beyond "customer service" Skillfully probe for, listen, and understand client needs to provide resources and solutions to improve clients' trading experience and results
- Mediate difficult situations, conversations and customers with composure and resolve
- Consistently take initiative to learn about the markets and the industry, new FXCM platforms and products such as the FXCM Trading Station, Meta Trader 4, or the latest iPad release
- Be a team player and proactively collaborate with the Financial Services Team to manage time, resources, volume, and customer feedback
- Consistently achieve departmental set metrics
- Act upon constructive criticism to improve on-desk client conversations and to build on personal and department-wide performance figures
- Basic salary + discretionary quarterly performance bonus

**Experience and Skills:**

- Degree in any discipline, Major in Economics / Finance / Business Admin will be an advantage
- Must be fully fluent in English and Malay Bahasa at a professional business level, Mandarin / Cantonese is a plus
- Must have strong communication skills (verbal and written)
- Possess a strong foundation of knowledge within Global Financial Markets specifically in technical analysis/fundamental analysis and money management
- The ability to effectively manage and prioritize multiple responsibilities in a fast-paced and dynamic business environment
- Ability to navigate basic and advanced mathematical examples with proficiency and accuracy
- Must be flexible to work rotational day and evening shifts
- Fresh graduate / no experience gained from Finance industry is also considered, formal on job training will be provided

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## Financial Service Representative (Foreign Exchange) - Mandarin Speaker

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**To grow our Asia market, we are looking for young, energetic individuals who can speak English / Mandarin proficiently to join us in our Hong Kong office.**

**Key Responsibilities** (not limited to):

- Provide clients with best-in-class service on phone, chats, and email
- Intelligently articulate financial and market-related concepts
- Go beyond "customer service" Skillfully probe for, listen, and understand client needs to provide resources and solutions to improve clients' trading experience and results
- Mediate difficult situations, conversations and customers with composure and resolve
- Consistently take initiative to learn about the markets and the industry, new FXCM platforms and products such as the FXCM Trading Station, Meta Trader 4, or the latest iPad release
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- Must be fully fluent in English and Mandarin at a professional business level, Cantonese is a plus
- Must have strong communication skills (verbal and written)
- Possess a strong foundation of knowledge within Global Financial Markets specifically in technical analysis/fundamental analysis and money management
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## API Intern

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We are looking for an intern to work on a variety of high-priority research projects focused on financial industry.

**Internship duties will include, but are not limited to:**

- Financial industry research, data collection and analysis, construction of data visuals, and professional writing (that could include fact sheets, reports and/or web content).
- Enhance program development and system implementation of various API projects
- Provide application support, trouble shooting and problem diagnosis for users
- Help to build up a command database

**Skills/Requirements:**

- Knowledge on API is preferred
- Basic knowledge in .NET Framework, Java and C++
- Self-motivated, willing to take up challenges and achieve goals.
- Excellent written and spoken in English , fluent in Hindi is a plus

**Academic Majors:**

- Post - Graduate and Undergraduate students in IT, Computer Science or a related discipline

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