

Senior Executive/Assistant Manager, Research

To : All Prospective Candidates
From : Human Resources Department
Work Location : Corporate Office, Gulshan
Company Name : BRACE EPL INVESTMENTS LIMITED
Position Title : Senior Executive/Assistant Manager, Research
Reporting Line : Head of Research

Scope of Job: Applying analytical tools to aid in overall portfolio management process and carrying out research works to facilitate different stakeholders.

Major Accountabilities:

- Ø Regular monitoring of Stock Market
- Ø Preparing Daily Market Commentary at the end of each trading day to portray the overall status of the market
- Ø Maintaining marginable securities list considering all the prevailing information and laws
- Ø Assisting the senior portfolio managers with Fundamental Analysis
- Ø Preparing and maintaining different databases on regular basis to facilitate various research works
- Ø Developing and maintaining different indices to evaluate the performance of different portfolio
- Ø Monitoring performance of discretionary portfolio accounts and developing stipulated performance reports
- Ø Assisting the portfolio manager by providing relevant inputs required for taking Investment decisions
- Ø Assisting portfolio manager in overall portfolio management process
- Ø Gathering practical idea on the overall movement of capital market and Macroeconomic indicators
- Ø Preparing investment memos to record transactions in different portfolio accounts and supportive documents to justify those transactions
- Ø Any other duties or responsibilities, if required.

Candidate's Profile:

- Bachelor/ Masters in Business or Economic discipline from a reputed university
- 2 years of relevant experience would be preferred
- Considerable amount of knowledge and understanding of overall business
- Excellent analytical capability with effective writing capacity
- Expertise in data analysis process
- Knowledge on finance and accounting.

How to Apply: If you are interested to apply, please submit an updated resume with an Application to **HR Department by July 15, 2013**. Applications can be submitted electronically to jobs.beil@bracepl.com or hard copy to: Head of Human Resources, BRAC EPL Investments Limited, House 18, Road 123, Gulshan, Dhaka 1212. Please mention the Title of the post in the subject line of your email / on top of the envelope.

Only shortlisted applicants will be contacted