



# Career Opportunity

## **Officer**

### **Product Management & Research Department**

Pakistan Stock Exchange is the only Stock Exchange of Pakistan, having its TREC Holders in Karachi, Lahore and Islamabad. PSX's mission is to contribute to the economic development of Pakistan by providing a fair, transparent, and efficient marketplace to facilitate capital formation for the benefit of investors, issuers and all stakeholders. In order to support its mission critical operations, PSX has implemented state of the art technology infrastructure and applications.

PSX is looking for a talented, qualified and highly motivated individual for the role of **Officer** in Product Management & Research Department which shall be **based in Karachi Office**. A competitive salary package will be offered to the chosen candidate. PSX is an equal opportunity employer and female candidates are encouraged to apply.

The position's key responsibilities, skillset and educational requirements are given below. Interested candidates can apply at Company's Website <https://www.psx.com.pk/psx/careers> or at email address [hr@psx.com.pk](mailto:hr@psx.com.pk) by **July 17, 2023**.

#### **Key Responsibilities:**

- Assist in all aspects of creating and developing the Equity and Fixed Income indices
- Assist in developing an untapped market of indices such as fundamental indices.
- Supporting in developing Business Requirements Documents (BRD), Index Brochures, Notices, and Marketing Material for new indices.
- Assist line manager to establish SOPs for day-to-day various indices-related functions.
- Conduct research on international best practices related to indices and other products
- Support the periodical rebalance process of Indices and/or the associated implementation of any changes
- Analyze and calculate corporate actions and the respective impact on the PSX Indices
- Accurately monitor PSX real-time Indices and timely resolution of any issues
- Manage coordination with the Sharia Advisor and third-party sharia screener for solving the matter of Islamic indices
- Timely investigation and resolution of client or stakeholders' queries

#### **Required Skills:**

- Ability to multitask and prioritize assignments to produce high-quality work in a demanding, fast-paced environment
- Relevant experience, ideally working with corporate actions and company data
- Working knowledge and understanding of global financial markets and products, incorporating Indices, is essential
- Well-versed in using MS Excel (Advance User)
- Knowledge of VBA, Power BI, Tableau etc., is beneficial
- Effective written and spoken communication and presentation skills
- Strong analytical, organizational and project management skills

#### **Preferred Education, Experience and Certifications:**

- Minimum Bachelor's degree in Business/Finance/Economics from a reputed university, CFA level I passed will be preferred
- 1-2 years of work experience in a financial organization or market research will be a plus