



Webull Securities (Malaysia) Sdn. Bhd.

Registration Number: 202101039706 (1440006-T)

Suite 22-01, Level 22, UOA Corporate Tower, Avenue 10,

The Vertical, Bangsar South City, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

Job Purpose and Culture

At Webull, we believe that everyone should have an equal opportunity to control their own financial future. In order to make this a reality, we work tirelessly to make sure all the key trading features (a comprehensive news cycle, real-time market data, and analytical tools) are competitive and seamless. We pride ourselves on our consistent platform innovation and granular datasets that will drive our customers to make smarter financial decisions.

Job Title: Operation (Intern)

Job Accountability

- Perform daily operational BAU consisting of trade processing, trade settlements, trade reconciliation, corporate actions, and other operation matters.
- Investigate and resolve any cash or stock breaks if any on daily basis by conducting reconciliation.
- Ensure deposits received from customers are sighted and processed promptly and withdrawal requests are timely processed.
- Identify gaps and enhance operational workflows.
- Ensure that internal rules and procedures are adhered to and in strict compliance with the regulatory rules.
- Ensure that Standard Operating Procedures (SOPs) are in line with new policies and are updated timely.
- Liaise with both internal and external parties to solve any trade-related queries or discrepancies.
- Any other duties as assigned by the CEO.

Job Qualifications, Experience, Skills and Competencies

- Currently pursuing Degree holder in any Banking & Finance/Business Administration/ or other related fields would be highly preferred.
- Proficient in Microsoft Excel.
- Thrives in a fast-paced environment.
- Excellent attention to detail and self-motivated; able to work conscientiously, meticulous, strong sense of responsibility, strong sense of teamwork.
- Strong learning ability, logical thinking, good analytical, problem solving and communication skills.
- Possesses self-drive and has initiative. Takes a pro-active approach to identify opportunities to streamline and automate processes.
- Good command of written and spoken English.

At Webull, we believe that everyone should have an equal opportunity to control their own financial future.

In order to make this a reality, we work tirelessly to make sure all the key trading features (a comprehensive news cycle, real-time market data, and analytical tools) are completely free. We pride ourselves on our consistent platform innovation and granular datasets that will drive our customers to make smarter financial decisions. We are expanding and currently looking for the following person to join our team.

Key Responsibilities:

- Assist in preparing financial statements, reports, and analyses.
- Assist in processing invoices, payments, and receipts. Monitor accounts receivable and follow up on outstanding payments.
- Assist in managing daily accounting tasks, including bookkeeping and data entry.
- Review and reconcile account balances and transactions.
- Provide support to the account department team in day-to-day operations.
- Participate in special projects and gain hands-on experience with real-world accounting challenges.
- Handling sensitive or confidential information with honesty and integrity.

Requirements:

- Currently pursuing a Diploma Or degree in accounting, finance, or related field.
- Proficient in Microsoft Office, particularly Excel including formulas, functions and data analysis tools.
- Strong verbal and written communication skills.
- High level of efficiency, accuracy, and responsibility.
- Motivation and a strong desire to take on new challenges and learn as much as possible.
- Strong analytical and problem-solving skills

Benefits:

- You will experience an integrated and fun team culture where ongoing learning is a focus at Webull Securities Malaysia.
- Webull Securities Malaysia hosts quarterly office team building and social activities, Friday relaxed business attire and the kitchens are stocked with snacks, cold drinks, coffee machines and tea supplies to make it a truly great place to work.
- Close to LRT Kerinchi and University station.
- Near access of accommodation available for outstation candidate.

Marketing Internship - Join Our Dynamic Team!

Are you a creative individual with an interest in finance particularly in investing? If you enjoy coming out with creative ideas and staying ahead of market trends, we'd love for you to join us as a Marketing Intern.

Location: Bangsar South

Duration: 3-6 months

Start Date: Immediately

What You'll Do:

- **Campaign Creation:** Assist in executing creative marketing campaigns across multiple platforms (social media, email, website, etc.).
- **Content Development & Translations:** Develop contents and translates into Bahasa Melayu to broaden our audience reach.
- **Market Research:** Analyse trends and competitors.
- **Brand Strategy:** Help develop and execute brand initiatives to increase engagement and brand visibility.
- **Collaboration:** Work closely with Marketing Representatives and media partners to brainstorm ideas, refine concepts, and execute collaboration efforts.
- **Social Media Management:** Support the management of our social media presence.

What We're Looking For:

- You are someone who is aiming for a successful career in Financial Marketing.
- Or if you are currently exploring career options and see promising opportunities within the realm of Financial Marketing.
- Social media literate.
- Proficient in English and Bahasa Melayu for content creation.
- A keen sense of design aesthetics.
- An adaptable person and ok to work in a fast-paced, collaborative work environment.

Perks:

- **Learning Experience:** Gain hands-on experience in a creative, growing industry.
- **Mentorship:** Receive guidance from experienced marketing professionals.
- **Networking Opportunities:** Build connections with key industry players.
- **Fun, Inclusive Environment:** Join a team that values creativity, innovation, and collaboration.

Ready to make a difference where it counts? Apply by sending your resume to hradmin@webull-my.com.

Don't miss out on the chance to kickstart your career in marketing with a dynamic, creative team. We can't wait to see what you bring to the table!