



Trading Administrator

Location: Guernsey

The Role

The Trading Administrator will work closely with the Execution Only team to provide administrative support and coordinate trade-related activities. This will include assisting with executing, booking and reporting of trades, while ensuring a seamless client experience and delivering a high level of service.

Execution Only:

- Maintain regular dialogue with clients regarding their trade instructions
- Respond promptly and accurately to a wide range of client queries and requests
- Develop and maintain long-term relationships with clients to ensure the highest level of service
- Build and maintain relationships with market counterparties
- Support the onboarding of Execution Only clients, ensuring a smooth and efficient process

Other responsibilities:

- Provide day-to-day administrative support as an integral member of the team
- Provide cover for the team when required, supporting trade activity across equities, bonds, FX, funds and precious metals
- Develop an understanding of Titan Wealth's key services to assist with a broad range of client queries
- Participation in client events to develop relationships

Additional Requirements:

- Strong interpersonal and communication skills
- Excellent attention to detail and organisational ability
- Proficiency in Microsoft Excel
- Demonstrate a keen interest in financial markets and current affairs
- Flexible, hardworking and proactive approach to work
- Ability to work effectively under pressure and meet tight deadlines while working as part of a busy team
- Strong time management skills, with an ability to identify and prioritise key tasks
- A willingness to be mentored and supported in working towards, undertaking and completing both CISI Level 3 and Level 4 qualifications
- A-levels and/or a degree are preferred but not essential

Why Join Us?

At Titan Wealth, we believe in empowering our people to make a difference. You'll be part of a close-knit, high-performing team that values integrity, collaboration and strategic thinking. We offer:

- International exposure across key financial jurisdictions
- Opportunities for career progression and professional development
- A culture of openness, challenge and continuous improvement.