



Example of Operations Specialist Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for an operations specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for operations specialist

- Trade matching and portfolio accounting
- Performance reporting responsibilities
- Checking inbound client documents for accuracy, notating all activities on the account
- Confirm client trades by phone, fax or email
- Confirm derivative transactions
- Establish new listed and OTC securities in the global security maintenance table
- Interact on a daily basis with prime brokers and client counterparties
- Resolve trade breaks with clients and counterparties
- Review and research fail reports with prime brokers
- Test new system applications to insure the integrity of client data

Qualifications for operations specialist

- Ability to establish and maintain effective working relationships with staff and Management
- Flexibility to adapt to change, , determine and focus on top priorities in a fast-paced environment with multiple priorities
- This document describes general information about the position however should not be considered as comprehensive
- Past exposure to performance measurement, portfolio accounting,

- 10 Key or personal computer Knowledge beneficial