



Example of Operations Specialist Job Description

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Our company is looking for an operations specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for operations specialist

- Compliance reporting related to best execution and a firm wide restricted list
- Ensuring all agreements and legal documents are reviewed by legal counsel
- Performing variety of daily and monthly reconciliations
- Monitor local currency cash balances and book residual Profit and Loss into USD
- Understanding of trade life cycle from execution, verification, and through settlement
- Assisting with the preparation of ad hoc management reporting Audit and Tax support
- Manage client relationships and provide expertise relating to execution of trade confirmation and settlements
- Monitor settlements activity
- Perform data quality testing and coordinate those test efforts with other teams
- Prepare test scripts

Qualifications for operations specialist

- Ability to read and interpret complex documents and to respond effectively to sensitive inquiries
- Handle Branch Office inquiries
- Produce statistical reporting

- Resolving trade differences in a timely and efficient manner
- Delivering manually drafted FX confirmations to clients via email or fax