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# Example of Analyst, Trade Job Description

Our company is growing rapidly and is looking to fill the role of analyst, trade. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, trade

* Proactively work towards strengthening current processes
* Continually update/enhance existing written procedures
* Maintain broker SSI’s in internal systems
* Proactively take ownership of accurate completion of the team’s daily trade notification process with brokers, custodians, and interested third parties
* Trader support and liaison between Business unit/Traders and Technology for Enterprise Fidessa OMS related issues
* Manage outages
* Work with Trade Surveillance / Compliance to locate trades and identify trade issues
* Meet with Marketing Brand Managers, Trade Promotions Department and management to outline each Fiscal Year quarterly trade promotions, deal rates and dates
* Review all trade promotions/deals entered into the flex planning system to ensure that company Sales Managers/Brokers are following all approved published rates and dates
* Ensure that all trade planners entered by the Sales Managers and/or Brokers are consistently following company policies and outlined Trade Promotion guidelines

## Qualifications for analyst, trade

* Expertise in order management systems
* Strong analytical, evaluative, and objective critical thinking skills, demonstrated aptitude for numbers and quantitative proficiency
* Demonstrated ability to balance workloads through effective time management, prioritization, and organizational skills, ability to work under pressure with multiple deadlines
* Knowledge of the operating environment, business processes and transaction lifecycle in Fixed Income and Derivatives business is an asset
* Knowledge of fixed income products with an emphasis on Treasuries, Munies, Agencies and Corporate bonds accompanied with a solid understanding of bond characteristics
* An even keeled personality who can handle the parallel requests of internal and external customers and still maintain objectivity, prudence and care in decision making