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# Example of Asset Administrator Job Description

Our innovative and growing company is hiring for an asset administrator. 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 asset administrator

* Using your keen attention to detail you will be researching and resolving issues regarding unmatched or falling trades
* Your role will also require daily reconciliation of futures and collateral accounts
* You will be involved in setting up new counterparties and portfolios
* A strong work ethic, commitment to excel and proven capacity to work effectively with minimum supervision and under tight deadlines in a fast-paced, unstructured environment while producing quality work
* Proficient in the use of Microsoft Office programmes including Word, Excel and PowerPoint
* Familiar with DeAM’s client relationship management platform, Salesforce.com (beneficial)
* Processing trades including multiple derivative products
* Researching and resolving issues regarding unmatched or falling trades
* Setting up new counterparties and portfolios
* Bond Administration

## Qualifications for asset administrator

* Experience with PIX, Box
* Several years of work experience as a Administrative assistant/Sales Support within the financial industry
* High degree of achievement drive and desire to be challenged
* Flexible and lateral thinker, meticulous with displayed enthusiasm towards the role
* Strong technical knowledge of PC server operating systems, hardware, protocols and standards
* 5+ years of database administration and operational work experience using Microsoft SQL Server (2008/2012/2014)