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# Example of Associate Operations Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of associate operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate operations

* Interaction with other departments, prime brokers and administrator to prevent and resolve issues
* Collaborating across the Operations team on ad hoc projects for senior management
* Performing booking, affirmation and reconciliation via the firm’s OMS system Charles River across all asset classes
* Trade affirmation via external systems including ICE, MTP, Markitwire and OMGEO CTM
* OMGEO ALERT maintenance
* Pre-settlement matching and US Broker fails management
* Sending settlement amendments to custodians as appropriate, via Fax, email or Swift MT599
* Monitoring the trade flow in Charles River from start to finish, including any necessary SSI enrichments
* Getting new Broker SSI’s set up in the SSI Database
* Adopting “follow the sun” trade support coverage for European activity during EST hours

## Qualifications for associate operations

* Active cash management and operational risk awareness
* US Broker KYC and Relationship Management
* Ad-hoc Vanilla securities set up in Charles River
* Actively resolve any position issues and root cause analysis
* Daily start- and end of day handover with London Operations
* Organizing and contributing to client quarterly performance reporting, including agenda, custom exhibits, and investment performance summary reports