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# Example of Brokerage Associate Job Description

Our company is growing rapidly and is looking to fill the role of brokerage associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for brokerage associate

* Be the sole point of contact and escalation point for all product, technology, and operational inquiries across cash equity, fixed income and synthetic prime brokerage
* Actively engage clients with respect to existing business, new products, new technology and new regulatory issues
* Identify revenue increasing opportunities within the client's current book of business
* Cross sell other areas of the firm
* Actively engage in department initiatives to improve the prime brokerage product
* Manage all marketing for Prime Brokerage business in the region
* Consult with Product and Segment Executives to understand business goals and develop communication and collateral strategies that meet business needs
* Build marketing and/or communications plans to execute on marketing strategies, including developing appropriate value propositions and key messaging to be incorporated in all marketing activities
* Design and execute marketing tactics, including sales collateral, thought leadership, promotions/campaigns, web and client communications related to new product and service launches, business as usual marketing needs
* Partner effectively with Media, Internal Communications and other staff in the development and execution of all programs

## Qualifications for brokerage associate

* Ability to use innovative solutions to solve immediate needs, and manage delivery of industrial strength solutions to these needs on a longer term basis
* Deep and broad knowledge of prime brokerage, equity finance, hedge funds and alternative asset management, and equity derivatives
* Appreciation of global regulatory initiatives, and how these affect the ongoing operations of derivatives and financing businesses
* Client facing skills, especially in sales, marketing, consultancy, support and/or trading
* Ability to interface with internal and external operations groups
* Ability to react quickly to meet intra-day deadlines