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# Example of Brokerage Associate Job Description

Our growing company is looking to fill the role of brokerage associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for brokerage associate

* Perform administrative duties such as maintain file records, draft letters to fund companies to amend client account registrations or other account information, update and manage authorized persons documentation, and complete money market fund applications and obtain appropriate sign-off
* Ensure compliance with firm and desk policies, rules and regulations
* Facilitating the interaction between US hedge funds/European investors and US investors/European hedge funds
* Assisting with the origination of new Hedge Fund launches to our PB sales team
* Assisting with PB sales process to discuss Cap Intro product
* Creation of Hedge Fund landscape and content presentations to be presented to investors and managers
* Provision of consulting service to new launches and advising them on the build out of their new fund/firm
* Managing ongoing Hedge Fund client relationships
* Management of the day to day FINRA OATS reporting requirements and exception management
* Obligations (Dodd-Frank Trade Reporting & External Business Conduct, Stock Record, etc)

## Qualifications for brokerage associate

* Experience in dealing with production issues, risks, support and troubleshooting an advantage
* Design reporting components of the existing Portfolio Swap application
* Participation in design sessions working through the implementation details of various application modules to be developed to meet the requirements of PBBR
* Code and implement the modules assigned to him including Unit testing to ensure the build is as per specifications
* Maintain accurate statuses of assigned tasks in JIRA
* Participate in team meetings and provide necessary updates on progress made