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# Example of Brokerage Operations Job Description

Our growing company is looking to fill the role of brokerage 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 brokerage operations

* Work with business operational leadership team and Vice President, reviews, analyzes, designs and documents business processes
* Work with the Vice President and participate on industry committees
* Address account conditions that exist where cost basis is not tracking as expected
* Oversee all aspects of your department(s) functions and responsibilities
* Excellent working knowledge of Supervision/Oversight of brokerage back office processing
* Expert focus on minimizing Operational Risk through preventative and detective controls
* Foreseeing changes in the business environment, developing and executing plans to proactively address them
* Perform as subject matter expert in the assigned areas(s)
* Review, research and respond to customer escalations while providing an exceptional experience
* Work with the team to improve work processes resulting in reduced costs for greater profitability, productivity and improved customer service quality

## Qualifications for brokerage operations

* Knowledge of Team Foundation Server (TFS) and strong test background is a plus
* Minimum of 5 years of experience, candidate with more experience may be considered for Senior Associate role
* Minimum of 2 years of experience, candidate with more experience may be considered for associate role
* Minimum of 2 years of experience, candidate with more experience may consider of associate role
* Experience in an origination role is preferred but not insisted upon
* Familiarity with the role of a Prime Broker and the way it services it’s clients is again preferred