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# Example of Brokerage Operations Job Description

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

## Responsibilities for brokerage operations

* Ownership of procedures categorized as “control” procedures
* Ensure that evidence of controls being performed is readily available
* Attend industry or professional seminars and conferences
* Provide support to other team member as necessary
* Participate in various ad hoc responsibilities and project requests
* Team Lead for the processing activities of 3 to 5 operations associates
* Contributing to mid-year and year end individual performance appraisals
* Review and process account transfer paperwork
* Review and process ACAT and Non-ACATs
* Work closely with contra firms in ensure efficiency

## Qualifications for brokerage operations

* Ability to work to deadlines critical, along with the ability to manage a personal workload of widely varying intensity
* Problem solving skills are needed, along with the ability to think laterally around a problem, and link in others to help reach the proper solution to the frequent queries that present themselves
* Experience managing a complex personal workload alongside assisting with the wider team’s processing responsibilities would be of benefit
* MS Office to a reasonable standard
* Good working knowledge of email applications
* A good team player, able to manage personal priorities and workload alongside those of the team