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# Example of Brokerage Operations Job Description

Our growing company is searching for experienced candidates for the position 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

* Process wire and check requests
* Process ACH transfers
* Work with Customer Solution Team to ensure optimal client experience
* Providing coaching and/or mentoring to less experienced employees on the desk
* Responsible for coaching, career planning, and mentoring a team of 8+ Risk and Control Analyst and Sr
* End to end owner of the FX trade and support processes, coordinating all aspects of Operations Service delivery/training to the client
* Participate in projects either independently or under the direction of the supervisor
* Research and analyze existing business processes and systems to improve work flow and improve processing time
* Responsible for monitoring and approving Broker Dealer Cashiering transactions to include, transfers, journals, disbursements and other related transactions
* Monitoring of cashiering responses via NBC inquiry and responding within 24hrs

## Qualifications for brokerage operations

* Able to keep others appropriately informed of progress/problems/solutions regarding your personal workload those of the wider team
* A demanding role, with a lot to learn, offering exposure to a wide range of teams and processes
* Previous exposure to equity products would be preferred
* Relevant tertiary qualification or equivalent experience (degree in finance, economics, accounting, etc)
* Experience of performance in a customer service role, either supervising or individually
* Excellent interpersonal skills and ability to communicate across multiple aspects of the organization at various levels