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# Example of Capture Analyst Job Description

Our growing company is looking to fill the role of capture analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for capture analyst

* Understanding and good background of E-Trading
* Full Understanding of Trade Life Cycle Management around derivatives & cash
* Regular communication on progress and issues to business sponsors and technology management
* Trade/Valuation Capture and Trade blotter reconciliations
* Managing exception queues for transaction errors , fails mitigation and ad-hoc problem solving
* Participate with Onboarding new clients, driving Change Management and Technology to increase automation and identify process improvements within the controls landscape
* Perform market research to include customer preferences, competitive
* Upload market values for positions held in client portfolios
* Managing exception queues for transaction errors
* Fails mitigation/Problem solving skills

## Qualifications for capture analyst

* Ability to communicate clearly and concisely under pressure
* Willingness to take on responsibility to gain in depth product knowledge
* Attention to detail and an extensive understanding of risks and controls
* 5-7 years at a major financial institution
* 2+ years experience in requirements gathering and analysis
* 2+ years exposure to front office/trading desk environments