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# Example of Collateral Operations Job Description

Our company is growing rapidly and is hiring for a collateral operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for collateral operations

* Timely queues monitoring and execution
* Liaise with internal clients, client services, relationship managers and counterparties
* Properly identify risks and escalate derogatory/high risk findings to Management
* Implement appropriate system maintenance and updates
* Drive the control agenda specifically across Derivatives Clearing Operations
* Drive Quality Assurance testing agenda
* IB Rapid Exposure Drill (RED) Process - guidance and monitoring of operations compliance with IB wide procedures and standards
* Representation and preparation for CIB wide meetings - metrics, central control meetings and other sub-committee meetings
* Ops Risk Initiatives, including deep dives and proactive risk mitigation analysis
* Engage with Corporate Risk partners to deliver the Corporate/CIB Oversight & Controls agenda

## Qualifications for collateral operations

* Minimum of 7 years’ relevant work experience within financial services
* Previous experience working within Operations Risk for a global investment bank
* Project management experience across operational processes
* Experience working with regulatory changes with the FCA (Financial Conduct Authority) and EMIR (European Market Infrastructure Regulation)
* Strong Collateral Management knowledge
* Previous experience working in a client facing role, including liaising with front and middle office