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# Example of Commodities & Financial Markets Job Description

Our innovative and growing company is looking for a commodities & financial markets. 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 commodities & financial markets

* General office co-ordination and management
* Travel arrangements for staff and personal requirements of a Consultant
* Assisting Executive Assistant with staff hospitality and events division sponsorships and donations
* Management of Business priorities to ensure issues are resolved effectively and efficiently
* Driving improvements and enhancements within own area of responsibility, driving profitability and long term value to the business
* KPI & Incident reporting including the implementation & management of identified follow up actions
* Reporting and discussion with Division Management & MMA and EMD Business Managers of issues that have or may impact the team and its performance
* Be educated to degree level, FINSIA or similar, with experience in a management role within an Operations environment
* Have experience in commodities or derivative products and a knowledge of ISDA documentation will be looked on favourably but not essential
* Have an excellent understanding of operational risk management

## Qualifications for commodities & financial markets

* Monitor leave system and report quarterly to managers
* Order office supplies when needed
* Bachelor's degree in business, economics, engineering, or related quantitative discipline
* Prior experience in the energy space preferred
* Financial Markets experience with exposure to the end-to-end operational risk management framework within a trading environment
* Strong relationship building and maintenance skills