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# Example of Core Operations Job Description

Our growing company is looking to fill the role of core operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for core operations

* Handle daily variation margin process for exchange trade derivative positions
* All US and non-US equity, fixed income and derivative securities utilizing Central Trade Matching, Oasys Direct, TradeSuite and/or DerivServ platforms or manual means of trade confirmation
* Reconciliation of OTC products on Triresolve application
* Proactive follow up with counterparties to resolve discrepancies in trade confirmation process
* Handle margin settlement process
* Assists the Supervisor with the daily trade completion/execution function by reviewing daily work and addressing and resolving technical and logistical issues as they occur, thereby ensuring the accuracy of the Trading systems, and technical quality and timeliness
* Inserts, matches and confirms equity, fixed income, derivative, foreign exchange and Fund of Funds trades manually or utilizing appropriate systems
* Manual entry of Fund of Fund orders and other deals directly onto Settlement platform
* All securities utilizing Central Trade Matching platform
* All securities utilizing Markit Trade Processing platform

## Qualifications for core operations

* Ensure all components are regularly backed up
* Front Office Support experience
* Experience of supporting a 24x7 business critical process
* Experience with Linux, DB2, Sybase
* Experience of batch processing / scheduling
* Experience of shell programming including Bash