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# Example of Core Operations Job Description

Our innovative and growing company is looking for a core 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 core operations

* Proactive approach to continuous improvement in order to find better ways of doing things
* Develop, implement and maintain policies, standards and procedures to ensure adherence to regulatory, industry and internal policies
* Develop a strong culture of operational controls and procedures, ensuring all operational and credit risk management procedures are in place and effective
* Establish Service Level Objectives (SLOs) and Key Performance Indicators (KPIs) used to measure service performance to ensure levels of service across all departments are consistent
* Ensure that Business Continuity Plan (BCP) is in place and understood by all staff in the event of a work interruption
* Responding to inquiries and resolve trade related issues for internal and external clients
* Ensure TSAs act upon instructions received from the Portfolio Analytics Group and/or Portfolio Management to complete timely creation of block trade orders
* Ensure TSAs identify and exclude accounts that might be exemptions for the particular trade order (i.e., accounts with negative cash)
* Ensure TSAs work closely with Operations Staff to monitor accounts that may need to be added or removed from block orders (i.e., new accounts, terminations or transfers.)
* Ensure TSAs monitor and trouble shoot restrictions encountered on block orders

## Qualifications for core operations

* Travel may be required for trainings, meetings and business continuity events
* Professional qualification or graduate level courses in finance, accounting or management will be viewed favorably
* Good understanding of Financial Services Operations including the investment management products (Fixed Income, Equity, FX and Derivatives) and systems (OMGEO products, MISYS, and Bloomberg)
* Ability to work on multiple deadline oriented tasks
* Good market and financial services operational knowledge
* 1-2 years solid experience in the financial services industry