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# Example of Custody Operations Job Description

Our innovative and growing company is looking for a custody operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for custody operations

* Preparation & management of static data records on core custody systems for assets and counterparties
* Processing of client instructions onto core Custody platform and monitoring of outbound agent swifts
* Monitor exposure on collateral, manage business implementation/account openings, contract maintenance, monthly invoice distribution, reconciliation & settlement, risk management and control, providing analysis and reporting to management
* Partner with clients to drive change, manage expectations and effectively manage escalations to uphold high levels of client service
* Full accountability for the E2E query resolution raised by clients
* The candidate will be part of a team responsible for the receipt and action of client enquires
* The applicant will be required to work as part of a team of individuals who will have shared responsibility working to tight deadlines with high transaction volumes
* Be the face of DCC HK to clients
* Work as a team to help strengthen the DCC product
* Knowledge in Settlements and Corporate Action would be essential

## Qualifications for custody operations

* Minimum 4 years experience in Operations, preferably including a substantial period in Account Opening
* Very detail oriented, logical, and control focused
* Pro-active, self motivated, enthusiastic and committed to the role
* Proven team player essential
* Ability to prioritise, multi task and meet deadlines
* Experience of relevant local laws and regulations pertaining to Swiss account openings