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# Example of Custody Operations Job Description

Our company is growing rapidly and is hiring for a custody 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 custody operations

* Daily contact with clients by email and phone and attending client meetings and calls with CSAMs when required
* Transition analysis and execution of global cash and exchange traded securities
* Preliminary analysis of Client Asset lists including asset, corporate action and income analysis
* Ownership and exchange of Standard Settlement instructions for various transitions with 3rd parties
* Maintaining relationships with Clients and third-party Transition Managers during a the transition phase
* Reconciliations between client data and assets input into JPM systems
* Residual management of onboardings and exits
* Producing status reports for Internal/external stakeholders
* Responding to client inquires and requirements in a timely and efficient manner
* Strict adherence to internal checklists and procedures related to Transition production work

## Qualifications for custody operations

* Should be PC literate and able to use MS Office Suite applications - MS Word and Excel
* 3+ yrs experience in Asset Servicing/Corporate Actions at a Custodian or through a Prime Broker with a focus on client service
* Comprehensive understanding of APAC markets
* Ensuring all corporate action events are accurately reported to clients with the correct terms and response deadlines in line with global SLAs
* Reminding clients of upcoming deadlines where they are yet to respond to a corporate action event
* Answering 80% of queries within 30 minutes of receipt to ensure the highest level of service