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# Example of Fixed Income Sales Job Description

Our company is searching for experienced candidates for the position of fixed income sales. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fixed income sales

* Ensure specialists adherence with all industry compliance and regulatory requirements, along with all company policies and procedures
* Communicate with counterparties/brokers and the front office to resolve settlement issues and fails
* Monitor the various error monitors and task stations to ensure all trades feed properly through the systems
* Perform front office to back office systems reconciliations and resolve any discrepancies
* Interaction with other Middle Offices and Back Office settlements for problem resolution
* Participate in US Treasury Auctions and Buy/Backs
* Assure proper controls within the Group are maintained & completed accurately
* Review and analyze fixed income portfolios, making appropriate recommendations
* Provide guidance on TRACE and MSRB reporting issues
* Advise Business and Control Partners on day-to-day trading and policy/control inquiries

## Qualifications for fixed income sales

* Maintain full management responsibilities, including fulfilling employment needs and providing training and career development to personnel within the Client On-boarding & Maintenance Group
* Understanding of the firm's structure and ability to identify opportunities to utilize firm resources to meet the client’s needs
* Evidence of previous experience of people and performance management skills
* University degree or equivalent with a business focus and relevant/proven experience
* 3+ years of work experience with credit derivative valuation models
* 3+ years of work experience with Interest Rates derivative valuation models