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# Example of Fixed Income Trade Support Job Description

Our innovative and growing company is looking for a fixed income trade support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fixed income trade support

* Leading the team who will be focused on handling Trade Capture and additional lifecycle trade support flow
* Monitoring subordinates work to ensure that the work process is running smoothly
* Laise with the Head of Operations to improve existing work flows
* Working with the team to create Operational controls
* Working closely with Project Management teams in order help implement new project initiatives
* To be the escalation point for the teams reconciliations issues on failed trades
* Serving as the primary operational point of contact to the front office for any major issues
* Liaising with internal and external stakeholders to resolve any urgent trade issues
* Lead the Fixed Income team to ensure optimal efficiency and top customer service to new and existing clients
* Be the advocate for HK Fixed Income Trade Support Group and share accomplishments in the region with global counterparts on a regular basis

## Qualifications for fixed income trade support

* 8-10 years of experience of relevant exposure within a trade floor environment preferably working within the middle office
* Previous management experience of a team within an Operations function
* Excellent understanding of the Operational lifecycle and workflow
* Experience in facing off with senior stakeholders within the business
* Ability to lead and develop junior staff to help inspire optimal efficiency
* Strong language skills including fluent English, Japanese, Cantonese and Mandarin are a bonus