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# Example of Fixed Income Trade Support Job Description

Our innovative and growing company is searching for experienced candidates for the position of fixed income trade support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for fixed income trade support

* Participate in the testing and implementation of system and/or process changes
* Reduce risk and/or increase efficiencies by suggesting process changes and system modifications
* Ensuring accurate electronic confirmation of Interest Rate Derivative trades on MarkitWire, whilst reconciling back to the firm?s risk systems
* Being the data provider and reconciliation owner of critical trade reporting requirements, safeguarding the firm?s obligations to both our local and global regulators
* Providing additional supervision of the daily controls and processes to ensure accurate and timely completion
* Maintaining compliance with product specific regulations
* Supporting the lifecycle events for many different vanilla and structured products within the FID space
* Executing various trade compression opportunities through multiple external vendors
* Extensive interaction with the trading desk, answering any ad-hoc requests/trade capture related questions
* Interaction with other areas of Operations stakeholders within various other departments

## Qualifications for fixed income trade support

* Ensure trades are booked quickly and with precision
* Perform routine checks and controls to ensure full accuracy of data
* Report in any issues in a timely fashion to the management
* Be able to perform other tasks associated within the Middle office functions
* Communicate and work well with colleagues within your team in other teams domestically and globally
* Engage in projects/new initiative to improve and enhance the team/firm performance