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# Example of Fixed Operations Job Description

Our innovative and growing company is searching for experienced candidates for the position of fixed operations. 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 operations

* Answering queries from Client Services and processing client compensation claims
* CCP Reps are primarily responsible for the completion of daily processing tasks, working in a fast-paced, high-risk team environment, investigating and resolving issues to ensure client on boarding, account opening, trade allocation, confirmation processing and settlement occurs in line with client service level agreements while minimising risk to the Firm and client
* Assists Supervisor in developing and improving procedures given the current systems utilized and new systems being developed
* Settlement of Canadian Fixed Income Products
* Assist in the timely and accurate settlement of Fixed Income Products daily trading activities
* Reporting and following up on all problems, fails and exceptions
* Creates, enhances and maintains the infrastructure to support business operations within Fixed Income Capital Markets
* Assumes a lead role in strategic and tactical business planning and implementation
* Acting as a liaison with brokers and trading desk to ensure accuracy of trade details in internal systems
* Researching and resolving trade discrepancies / fails

## Qualifications for fixed operations

* An understanding of Settlements, including the end to end process and lifecycle of a trade
* Senior security broking license for Cash Equities operations
* Ability to work with various counterparts - internal and external clients, both onshore and offshore
* Willing to recognize and own problems and initiate action to solve them
* Being able to work under time pressure
* PC Literate and proficient in MS Excel is essential