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# Example of Management Supervisor Job Description

Our growing company is hiring for a management supervisor. 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 management supervisor

* Ensure all trade instructions are received as per SLA
* Ensure all trades are processed and verified accordingly in Hiport
* Ensure that all QTS’s, client issues, and incoming emails are responded to in a timely and effective manner for the Trade Management team
* Act as a first escalation point for any Trade Management queries or issues
* Ensure that asset and cash reconciliation items are monitored daily, and that notes are updated in Smartstream where necessary
* Develop and maintain a deliverables list covering agreed products/processes
* Develop and maintain productive contacts and relationships with Fund Managers, Brokers, and 3rd Party Custodians
* Represent Trade Management in internal meetings such as weekly reconciliation meetings
* Record out-of-SLA servicing and advise Manager for escalation
* Ensure all procedures are documented, maintained, and adhered to

## Qualifications for management supervisor

* Oversees issuance of (and accounting for) surety bonds and also manages Risk Management projects
* Regular, consistent and punctual attendance and must be able to work nights and weekends, variable schedule(s) as necessary
* Review underlying causes of asset and cash reconciliation items and identify and report to manager any potential systemic issues
* Seasoned client-facing Senior Account Management candidate with 5-8 years of experience
* Experience managing multiple clients at once preferred and/or a global client operating in multiple regions/languages
* Experience in the travel or hospitality industry preferred