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# Example of Market Operations Job Description

Our company is growing rapidly and is looking to fill the role of market operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for market operations

* Daily review of front office system reconciliations and work with outsourced back office and trading desk to rectify outstanding issues
* Rectify outstanding asset setup issues and corporate actions
* Follow up on trade breaks, overdrafts and other cash related issues
* Work with IT with regard to trade data quality, efficiency of processes, electronic trading system connectivity
* Post and approve client cash activity
* Monitor account on boarding and transition activities and resolve any related issues
* Participate in weekly service meetings to discuss business activity, open issues and outline steps to resolve any outstanding items
* Review and approve leveraged loan trade details and work with loans team in rectifying any trade related details
* Work with London Market Operations Team in aligning procedures and oversight methodology
* Complete additional, ad-hoc tasks as required

## Qualifications for market operations

* Assist Reconciliations team on investigations of nostro breaks
* Must show the ability to make quick decisions, establish priorities and concentrate on detailed information under stressful conditions on a daily basis including the ability to handle time critical situations
* Ability to mentor team members and assist them in developing skills
* The ability to cooperate in a global team environment is critical
* Strong facilitation, project management and presentation skills
* BA/BS degree (MBA helpful but not required)