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# Example of Operations Associate Job Description

Our company is looking to fill the role of operations associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for operations associate

* Ensure markdowns are taken and that merchandise is properly packaged, ticketed, and logged following all processes and procedures
* Oversee Position/Cash/Trade Reconciliations, FX Exposure/Hedging, Position Rebalancing, and Onboarding New PM’s/Traders
* Manage Documentation OMS Support, Collateral Management, Reviewing Real-time P&L & Reconciling Differences, and Trade Confirms
* Participate in Corporate Actions, Dividends, Commission Reporting, Securing Locates, and ad hoc reporting
* Oversee System Implementations and Security Master
* Participate in Project Management
* Reconcile data across multiple systems
* Coordinate daily office activities (i.e., order and
* Establish and maintain accounts on Portia, CRD, Dynamics and other internal systems
* Provide performance and asset information as needed

## Qualifications for operations associate

* Effective communication, organization and problem solving skills strong and palpable “sense of urgency” for implementing courses of action
* 3+ years at an asset management/hedge fund firm
* Experience with Eze Castle and Advent Geneva
* Ensure accurate settlement of all cash and securities transactions
* Disseminate proxy materials to portfolio managers and ensure all votes are submitted
* Ensure timely and accurate execution of all corporate actions and reorganizations, as instructed by portfolio managers