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# Example of Operations Associate Job Description

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

## Responsibilities for operations associate

* SSI maintenance
* Broker maintenance
* Reviewing OTC long form confirmation and/or confirmations via electronic platforms
* Collateral Management and OTC Settlement support
* Maintaining data integrity, including security master, fee/commission schedule, and holiday calendar updates
* Assisting with the enhancement and development of ongoing technology, operational processes, and reporting issues
* Assisting with Settlement Breaks for cash securities
* Perform a variety of operations functions following pre-established procedures
* Ensure accurate record keeping in order to keep the firm compliant
* Remain current on internal work processes, procedures, and product knowledge

## Qualifications for operations associate

* Minimum of 2 years in an operational environment
* 1 year of experience in SharePoint, SmartStation or other Cash Processing system
* Opportunistically looking for talent
* Associate Degree and 1 year experience in financial services industry OR
* At least 8 years of experience in Banking operations out of which minimum 5 years should be in Cash / Remittance operations and managing teams
* Hands on experience in a