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# Example of Pricing Associate Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of pricing associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for pricing associate

* Work with culturally diverse groups
* Contribute to run book management for key market holidays/DST
* Perform production parallel reconciliations for client on boardings to the PUMA pricing platform
* Process back end table updates
* Adhere to mailbox management to ensure all queries/requests are allocated and actioned
* Take ownership of own 1-2-1, training and personal development plan
* Participate in daily FAST/check out meetings, problem solving and best practice document sessions
* Positive role model to the rest of the team
* To fully understand and support the ITEQ and ETF dealing process
* Ensure all deals are sent to Treasury within predetermined deadlines

## Qualifications for pricing associate

* Effective time management, prioritisation, can work on multiple deliverables
* Keen to learn project management approaches, tools and phases of the project lifecycle
* Able to work effectively with all levels
* Assist in the process of Fund Mergers, Launches and Closures of new Third Party Providers and funds
* Daily inputting and reconciliation of Third Party deals to enable settlement with the Third Parties
* Daily inputting and verification of Third party fund prices