Downloaded from <https://www.velvetjobs.com/job-descriptions/trade-associate>

# Example of Trade Associate Job Description

Our company is growing rapidly and is looking for a trade associate. 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 trade associate

* Establishing relationships with internal clients which include Institutional Client Service Representatives, Fund Managers, Business Managers, Legal representatives, other Plan Accounting Operations units external trading counterparts
* Perform 'A Posteriori' controls
* Resolve Front Office vs
* Investigate and clean up fails / breaks
* Participate in system & static data maintenance
* Aid in new client registration with KYC / Compliance
* Liaise between Front Office & Operations, Product Control Group, and IT
* Set-up a pro-active business approach of the financial and economic corporate events on the stock positions managed by the Front Office
* Provide ad hoc assistance for traders / salespersons
* Work closely with IT team and define needs

## Qualifications for trade associate

* Compliance,risk or trading background preferred
* Undergraduate degree form a recognized educational institution
* Familiarity with Volcker traded products exemption and exclusion requirements covered funds
* Candidates must have specific experience in equity markets and have a track record in supporting Equities, Futures and other exchange traded products
* An understanding of depositary receipts and exchange traded funds would be preferable
* Ability to deliver, with attention to detail & deadlines while adhering to risk and controls