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# Example of Trade Support Associate Job Description

Our innovative and growing company is hiring for a trade support associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for trade support associate

* Setup, installation and documentation of support procedures
* User MAC (moves and changes)
* Remote hardware installations
* Proactive monitoring of environment and PCs using various tools
* Reconcile all trade details
* Assist with end-to-end daily trade flow and ad hoc trading issues (errors, PL/risk breaks) as they arise
* Design processes around and PL verification for newly traded product types
* Monitor OTC confirmations, daily risk reporting, and early exercise/assignments of option positions
* Oversee ad hoc trade support project work ranging from spreadsheet development to end-to-end process improvement to internal trade flow automation
* Complete various weekly, bi-weekly and monthly reporting

## Qualifications for trade support associate

* An understanding of equities and derivative products would be preferable
* Excellent Excel Skills, advanced macro level and above is advantageous
* Assertive and confident disposition, able to deal with all levels of personnel in Operations and Front Office
* Ensuring the integrity of the bank's trading positions through accurate trade capture, price reconciliations and query management
* Minimum 4 years of experience of relevant exposure within a trade floor environment preferably working within the middle office
* Strong language skills including fluent English