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# Example of Trade Support Associate Job Description

Our innovative and growing company is looking to fill the role of trade support 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 trade support associate

* Harness the team’s capabilities to maximise performance
* Motivate high performance and collaboration among team members and drive a coherent strategy
* Influence global teams to achieve continuity
* Change Management - Ability to re-prioritise plans, requirements due to shifting business priorities in order to meet deliverable deadlines
* Liaising with the desk, brokers and software providers as necessary and seeing issues to a timely resolution
* Trade Capture of non STP products
* Daily completion of multiple reconciliations to ensure trade validity and completeness
* Interaction with Brokers and clients around trade query’s and resolution
* Interaction with FO, MO, BO, Finance, P/L and Management
* Understanding operational issues and partnering with applicable teams to find resolutions

## Qualifications for trade support associate

* Ideally candidates would be proficient in Putonghua given the increasing focus of the MSG Trading business in China & the need to liaise with on-shore equity custodians & futures brokers
* Participate in various testing related to system enhancement, project implementation and new business initiatives
* Avoidance of buy-ins and constant monitoring of fails management
* Has knowledge of OTC derivatives and preferably trade support experience
* Fluent in English and Japanese (oral and written)
* JSDA 1st and 2nd class Sales Representative license holders but not essential