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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. 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

* OTC products and clearing
* Daily completion trade Regulatory controls across multiple jurisdictions
* An understanding of the regulatory requirements across the applicable products including CFTC, EMIR, MTC, SEF
* Involvement with the improvement and development of processes and applications
* Check prior day trades to ensure account compliance with model selection
* Label new accounts perform daily/weekly checks to validate account labeling in PortfolioCenter
* Review custodian alerts and restrictions against internal systems
* Send trade confirms and assist with trade settlement for accounts traded using a DVP account
* Work with trading and compliance to create and maintain procedures and documentation for trading/operations best practices
* Support trading team with communication between trading partners and custodians during portfolio rebalancing

## Qualifications for trade support associate

* Candidates must have specific experience in equity markets and have a track record in supporting Equities, Futures, derivatives and other exchange traded products
* Fixed income OTC processes, risk management and related regulatory expertise
* Strong exotics background is preferred
* Prepare regulatory reporting for Legal and Compliance before submitting to the central regulators
* Understand the importance in risk management, and be able to work with the team to create workflow optimization to reduce any manual amendments in the systems.\*LI-IN1
* Due to the high pressure environment and the need to deal with urgent issues on an ongoing basis, it is necessary for the individual to maintain composure when dealing with complex problems, providing the necessary attention to the issue at hand