Downloaded from <https://www.velvetjobs.com/job-descriptions/trader-assistant>

# Example of Trader Assistant Job Description

Our company is looking to fill the role of trader assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for trader assistant

* Interact with the front office and internal support departments
* Collaborate with software developers and fund administrators
* The Trader Assistant Role is situated alongside the FO on the Trading Floor
* Contribute to the development of pricing and risk management systems for XVA
* Provide trading support to the Taxable Fixed Income Trading desk
* Continuously interact with fixed income traders to promote collaboration and market awareness
* Work on various projects across all asset classes supported by Taxable Fixed Income Trading
* Price and analyze client transactions
* Optimize the return on inventory held
* Allocate balance sheet and measure profitability

## Qualifications for trader assistant

* Interested in joining an operations team or expanding current experience
* Ensure timely settlement of all SBL activity across global equity markets
* Liaison with clients, counterparties and traders to investigate & resolve any trade exceptions
* Reconciliation & investigation of all key controls with settlements flow
* Production of daily MIS
* Primary support function to the EMEA SBL Front Office additional support to the International Stock Borrow Loan Desk regionally (New York, Hong Kong, Tokyo & Sydney)