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# Example of Trader Assistant Job Description

Our company is growing rapidly and is looking to fill the role of trader assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for trader assistant

* Help traders monitor the Asian market environment by collecting news and intelligence, in order for them to articulate their trading strategies and product pushes
* Participate to the daily operation of the desk, including the generation of trading position reports and other operational tasks
* Acting as the primary contact for all Front Office (Trade/Sales) related queries
* Ensure all Cash and Bond Repos are reconciled and accurately captured in the proprietary risk management system(s)
* Daily monitoring of local bonds positions, ensuring that Risk vs
* Liaising with brokers, clients and custodians to resolve queries and ensure accurate settlement of repo and cash trades
* Providing assistance to Cash Management with the resolution of Ledger/Nostro breaks – across all products supported (FI, Rates, MM, FX)
* Develop the client franchise by having strong interaction with the sales and engineer teams as required
* Day-to-day loan management of portfolios including loan recall, re-rates, substitution and collateralization
* Participate in client support activities including revenue estimate preparation and bespoke updates on strategy

## Qualifications for trader assistant

* Assisting the SBL EMEA Middle Office manager in delivering the strategic agenda
* Producing process improvements for additional efficiency and control
* To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations
* This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job
* Extensive Investment Banking experience, preferably in a similar Trader Assistant role
* Strong Operations and / or Finance experience