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# Example of Trader Assistant Job Description

Our company is searching for experienced candidates for the position of trader assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for trader assistant

* Accompany IT developments and assist with the testing and validation
* Analyze the official PnL reports and understand the gaps
* Report issues to the management
* Produce the relevant reports to the management
* Help with the launch of new products and other projects
* Deal with other internal trading desks and provide pricing to Sales under the supervision of the trading manager and within a strict control framework
* Under direct supervision of a trader will be responsible for changing market prices and executing trades
* Industrialize processes
* Reporting daily Front Office PnL estimates to the management
* Supervision of the Middle Office team providing effective day to day support to the sales/trading desk on trade bookings

## Qualifications for trader assistant

* Candidate with Middle Office or Trade Support experience, from top tier bank preferred
* Highly numeric person with excellent attention to detail in all areas
* Ability to work in a pressurised environment, meeting tight deadlines on daily basis
* Well motivated and enthusiastic
* Extremely detail-orientated and Controls focused
* Bachelor Degree holder in Finance, Business Administration, Engineering or relevant disciplines