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# Example of Trading Support Job Description

Our growing company is looking for a trading support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for trading support

* Responsible for ensuring that all application fixes, enhancements and projects are QA certified prior to implementation in production
* Determines quality standards and responsible to ensure the production of support documents
* Manage audit and compliance requirements and requests
* Manage regulatory and industry changes and requests
* Manage DRP planning and testing including initial DRP setup where required
* Manage infrastructure changes/upgrades initiated by GTO IT
* Manage problem tickets in line with the global problem management process for root cause investigation and problem resolution
* Act as a liaison with trading, sales, brokers, and clients to ensure correct details on all trade bookings to prevent misrepresented risk and Profit & Loss
* Investigate differences in risk and P&L
* Process corporate actions and trade maintenance

## Qualifications for trading support

* Successfully managed 2 to 3 related type 1 applications simultaneously
* Clearly and comfortably delegates both routine and important tasks while retaining accountability
* Some weekend work will be required on occasion
* Manage the day to day Desk and Client Service for the Electronic Trading desk
* Oversight of the Commission Payables and Receivables for both Equity and Options products
* Ensure internal systems and calculators are properly processing data in a timely manner