



Example of Advisor, Operations Job Description

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Our innovative and growing company is looking for an advisor, operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for advisor, operations

- Responsible for taking a proactive approach to reduce reliability risks and provide support during abnormal situations and during S/D and start-up activities for production day activities
- Acts as a liaison between clients of the firm and home office departments
- Researches and resolves simple and complex issues regarding client accounts
- Communicates via phone, e-mail, and forms
- Follows and owns issues from discovery to resolution
- The provision of pre-execution collateral operational advice on new transactions or customer initiatives
- Supporting efficient Master and Collateral documentation negotiations by providing relevant operational input as part of a wider key stakeholder review
- Providing additional due diligence and consideration of operational impacts, particularly for collateralisation, for non-standard trade types
- Working with key stakeholders to implement operationally efficient and risk controlled frameworks to support existing, or new business strategies or regulatory agendas related to collateralised business
- Acting as a liaison point for front to back stakeholders for collateral documentation and operational implementation concerns

Qualifications for advisor, operations

- Fast learner, has healthy curiosity and has the ability to work well with ambiguity in requirements

- Proven ability to be accountable, adaptable and learn quickly in a complex and dynamic environment
- Proven ability to achieve results by proactively engaging with people across functions
- Experience working across cultures with global team members or business partners