



Example of Associate Operations Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of associate 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 associate operations

- Interaction with other departments, prime brokers and administrator to prevent and resolve issues
- Collaborating across the Operations team on ad hoc projects for senior management
- Performing booking, affirmation and reconciliation via the firm's OMS system Charles River across all asset classes
- Trade affirmation via external systems including ICE, MTP, Markitwire and OMGEO CTM
- OMGEO ALERT maintenance
- Pre-settlement matching and US Broker fails management
- Sending settlement amendments to custodians as appropriate, via Fax, email or Swift MT599
- Monitoring the trade flow in Charles River from start to finish, including any necessary SSI enrichments
- Getting new Broker SSI's set up in the SSI Database
- Adopting "follow the sun" trade support coverage for European activity during EST hours

Qualifications for associate operations

- Active cash management and operational risk awareness
- US Broker KYC and Relationship Management

- Daily start- and end of day handover with London Operations
- Organizing and contributing to client quarterly performance reporting, including agenda, custom exhibits, and investment performance summary reports