



Example of Capital Markets Operations Job Description

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Our company is looking for a capital markets 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 capital markets operations

- Ensure the accuracy and authorize all rates and prices, which are input into the Infinity System
- Ensure FO input and amend trades into various Capital Markets systems
- Ensure Funds Company deals are captured, re-allocated, and assigned , accurately according to clients and traders' instructions
- Prioritize the review and processing of all new counterparty set ups for Toronto and London Rates Infinity
- Perform reconciliation of sub-ledger to general ledger uploads
- Perform analysis of valuation breaks as they relate to resolution of identified discrepancies
- Generate report outputs for distribution to supported departments as required
- The will be responsible for end-to-end management of data collation, loading and quality checks, reporting and analysis and product delivery for a set of clients
- Schedule and maintain calendar of appointments, meetings and travel itineraries, and coordinate related arrangements for all supported managers
- Handle high volume of phone calls and exhibit a high level of service and professionalism

Qualifications for capital markets operations

- Legal Contracts
- Communicate professionally and accurately in written and oral form
- Loan IQ system application knowledge an advantage
- Has an understanding of Fidessa Trading System Thomson/Beta systems