



Example of Capital Markets Operations Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of capital markets operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for capital markets operations

- Prepare PowerPoint presentations for townhalls and group planning
- Prepare and submit expense claims for all supported managers and assist in training for the broader department to ensure that all policies and procedures are followed and timely reimbursement received
- Establish and implement communication standards for the department
- Initially, the role will closely support the UK and Ireland markets
- Responsible for performing general support and administrative functions for the Capital Markets group
- Assist with Capital Markets administration deliverables
- Create and maintain library of a wide variety of template, company-sanctioned marketing materials that may include maps, advertisements, demographic reports, and executive summary brochures for in-house and client presentations using advanced desktop, graphic, and mapping software
- May perform administrative duties specific to department such as, conducting research, updating databases, and preparing collateral marketing materials for mass mailings and communication
- Process trade allocations via the Fidessa Trading System with Oasys and Interfaces
- Research and resolve basic and moderately complex Trade breaks

Qualifications for capital markets operations

- Knowledge of DTCC settlement systems and cash movement systems
- Team player with solid communication skills, verbal & written
- Knowledge of 3D preferred
- Chief Administrative Officer Group Liaison
- High School Diploma plus 7 years of industry work experience or BS/BA College Degree and limited work experience