



Example of Markets Operations Job Description

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Our company is looking for a markets operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for markets operations

- RRP's
- A minimum of two years in a corporate actions or settlements role with understanding of the end to end corporate actions process
- Execution of payments
- Interest calculations
- Departmental or other SunTrust needs
- Updating policy/procedure
- Preparing trades on augmented deals for execution by Agency Services Manager
- Supervise the daily workflow within Equity Domestic Settlements and escalate to management as required
- Train new personnel and provide ongoing coaching and performance management
- Establish and maintain credible, professional relationships with internal business lines, other functional units and external vendors

Qualifications for markets operations

- Ability to calculate bond interest and familiarity with securities processing is a must
- Some knowledge of brokerage systems or operations Bloomberg
- Prior experience in bank or brokerage operations

- Experience of interpreting clients strategic, operational and external drivers for change, gaining respect, building trust and inspiring clients by anticipating their needs and exceeding expectations within the capital markets industry
- Evidence of consistently demonstrating team leadership while managing multiple projects or complex assignments