



Example of Markets Operations Job Description

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

Responsibilities for markets operations

- Trading portfolios setup and maintenance in Murex, Front Arena and TOMS
- Holiday calendar maintenance in Murex, Front Arena, FinIQ and MarginMan
- Currency and Currency Pairs setup and maintenance in Murex and Front Arena
- Builds a strong relationship with the FO and ensures regular communication with the business to determine current focus and strategic trends
- Leads any Global standards discussions or reviews linked to the Operations area they manage
- Identifies potential financial risk to the bank and ensure proper resolution is achieved with the bank's guidelines
- Escalates to senior management
- Participates in client visits and make recommendations on industry practices that would result in a more efficient process improving client satisfaction
- Sign off and approve any Foreign exchange deals to be booked
- Process month end journals as required

Qualifications for markets operations

- Strong PC and Microsoft skills (Excel, Word, Access)
- BS/BA College Degree or equivalent work experience
- Ability to function independently as a technical expert
- 3-5 years experience in assigned product/functional area, and five to ten years of overall experience

- Prior experience with creating reports and/or queries for management or financial reporting