



Example of Markets Operations Job Description

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Our growing company is looking to fill the role of 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

- Preparation and/or review of physical and derivative sales and purchase contracts and confirmations related to sales, trading and supply, and infrastructure for both short-term and long-term contracts
- Liaise with global counterparties (buyers/sellers/owners/brokers/charterers), in some cases with varying time differences
- Reconciliation of Physical Inventory and Settlement Invoices against internal systems, customer records, supply and transportation records
- Interact with and obtain cooperation of scheduling, and all support/risk functions (credit, market risk, operations, technology, legal, compliance, finance,) to ensure trading practices are correct and in line with compliance policies
- Supervision and Development of a team supporting multiple risk management systems, with individual knowledge of and input to, confirmation, counterparty, monitoring & compliance modules
- Appropriately handle deviation, exceptions and prudentially escalate any incipient control breakdown or improper accounting to senior management
- Daily collaboration with offices in Houston, Calgary, London and Singapore to ensure proper handoff of global workload between locations
- Apply Customer Journey (CJ) and Human Centric Design (HCD) in process improvement to make banking joyful
- Familiar with the MAS and SGX requirements, rules and regulations governing the equities business

Qualifications for markets operations

- BS/BA College Degree and or 7 years of work experience
- Must be highly motivated and able to work both independently and collaboratively in a team environment
- Highly proficient in Microsoft Excel – knowledge of formulae a must
- Proficient in Microsoft Outlook, Word
- Bachelor's degree in Business Management, Marketing or related field
- An MBA, Masters in a related discipline or advanced degree will be an added advantage