



Example of Middle Office Operations Job Description

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Our company is growing rapidly and is hiring for a middle office operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for middle office operations

- Acting as the clients' point of access into GSAM for the wider operations organisation
- Engaging with clients on daily basis to answer operational queries and attending client due diligence meetings on an ad hoc basis
- Participation in various aspects of account event management, including onboarding, restructures, and terminations
- Developing an advanced understanding of the EMEA Institutional client base to be able to identify trending issues and drive change that will benefit both the client and GSAM
- Coordinate between Ops, sales, and technology teams to ensure timely and efficient onboarding of new clients
- Contribute to process improvements to drive exceptional client service both pre and post onboarding
- Work closely with sales to manage client relationships and expectations with regards to onboarding
- Work in partnership with our Sales trading desks to ensure that Equity trades are allocated, confirmed, and settled in a timely manner in order to safeguard the firm's capital and reputation meeting client SLAs
- Managing the settlement of new issues, both standalone and from programmes across Debt and Equity Capital Markets
- Delivering deal-related logistics

Qualifications for middle office operations

- Demonstrate and develop ability to independently troubleshoot and resolve most common problems that arise
- Strong record of working proactively with Clients and Business partners
- Business level Chinese or Japanese (verbal and writing) is required in addition to English
- Ability to work independently, to take initiative and to be proactive
- Ability to demonstrate a sound of understanding of a range of Equity Derivative products Cash Securities, or technical