



Example of Middle Office Operations Job Description

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Our innovative and growing company is looking for a middle office operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for middle office operations

- Manage client relationships and deal with any issues escalated by CCP/ OCRM
- Develop and deliver strong client service for both internal and external clients and be a role model for client service, an ambassador for the Firm
- Identify measures and escalate control-related issues
- Act as a change agent and think about the direction of the department strategically
- Mobilize cross-functional teams to raise and address issues
- Contribute to business plan for area and establishes risk/contingency plans
- Lead and manage/facilitate senior steering and other operating committee meetings
- Regular 1-1's to be held (weekly or bi-weekly)
- Resource planning and recruitment
- Goal setting & Career path mapping

Qualifications for middle office operations

- Understanding of the Trade life-cycle, including onboarding
- Experience of securities products, an operations background and client facing experience is preferred, but not essential
- Possess an MSc in Finance, Commerce or Business
- Strong understanding of commodity derivatives including Oil, Metals,

- Risk and Control awareness and experience of taking responsibility and ownership
- A highly confident and professional approach to all work undertaken and most importantly other