



Example of Operations Product Specialist Job Description

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Our company is looking to fill the role of operations product specialist. 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 operations product specialist

- Coordinate with the funds' administrator and the NTI Service and Delivery team to maintain service descriptions and ensure that transfer agency, fund accounting, custody, and securities lending policies and procedures support the requirements of the funds
- Coordinate with the fund administrator, Legal, Product Management, Client Servicing, and Compliance teams to develop/maintain ongoing compliance with regulatory requirements
- Participate in custody and fund administration service review meetings
- Identify and communicate opportunities for improvement and engage in initiatives to implement enhancements
- Provide periodic updates to management and fund governance committees and establish Key Performance Indicators
- Partner with other Product Management teams, NTI Service and Delivery, and the funds' administrator to identify opportunities for product/process improvement
- Work with the fund administrator to establish policies and guidelines on all material aspects related to fund valuation
- Ensure that controls are in place to prevent material misstatement of fund net asset values and maintain ongoing compliance with fund regulatory requirements
- Partner with key constituents to identify and mitigate key risks and

- Work with Custodian, Fund Accountant and Tax Advisor to track/obtain unrecoverable tax reclaims

Qualifications for operations product specialist

- Candidate should be a self-starter with the ability to work either on their own initiative be a solid team player
- Seasoned subject matter expert as it relates to Listed Derivatives trade settlement and book keeping Financial Balance Sheet and Accounting
- Strong understanding of Clearing member regulatory reporting of Clearingmember financial data and derivatives position Rule 512 for Open Interest, Later Trader, Long Date
- Candidate should be a dynamic self-starter with the ability to work either on their own initiative be a solid team player
- Ability to work independently across functions with differing levels of individual contributors and managers
- Strong operational experience with expertise with streamlining bill of materials, product structures