



# Example of Operations Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of operations specialist. 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 operations specialist

- Analyzes and edits thousands of account data elements for processing
- Reviews legal documents for account registration
- Process Foreign Exchange allocations utilizing electronic confirmations processing systems internal systems to monitor settlements activity
- Act as a liaison with clients, traders and other internal teams to ensure prompt resolution of identified discrepancies
- Ensure new trades, amendments, allocations, and post-trade events are accurately captured in a timely manner
- Perform Start- and End-of-day Front Office Risk checkout process and validate pricing (marks)
- Initiate Counterparty set-up to begin KYC process and perform Credit Limit Checks as needed
- Monitor trade workflow between external vendor trading systems and internal PTSs
- Provide ongoing interaction with other operation groups, trading, sales, compliance, credit, and technology teams
- Research and document TMPG claims

## Qualifications for operations specialist

- Understand short term investments vehicles and maintain short term rates
- Process cash/security transactions (journals, wires, etc)

- 1-3 years of technical operations and service delivery experience in a 24x7 environment
- Ability to quickly gather and analyse data
- Knowledge of Network security principles (point to point VPN setup)