



Example of Trade Associate Job Description

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Our company is looking to fill the role of trade associate. 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 trade associate

- Assist in the effective design and execution of appropriate controls and for implementing a continuous monitoring regime with regards to audit issues, operational risk issues, compliance programs, adherence to standing orders etc
- Work with Manager to help develop and execute overarching Trade strategy for on-site hotels in conjunction with Brand Management team to deliver financial goals
- Develop and maintain strong partnerships to maximize hotel messaging through all Travel Industry Sales (International and Domestic), Meeting and Events Sales, including 3rd parties and platforms, and Youth Sales
- Work with the sales teams to leverage partnerships for added-value to the hotels and work directly with IMC counterparts to communicate resorts strategy, offers, and initiatives through all partnerships (meetings, presentations, production updates, etc) in a collaborative manner to ensure brand integrity and standards are maintained
- Partner with Youth Sales teams to align product offerings into the Destination Youth Strategy for maximum exposure
- Partner with Hotel Conference Management teams to align product offerings for Local/Social and Weddings programs across all properties, along with Director of PR and Consultant, to develop branding that will capture the essence of this market
- Develop reporting to analyze and interpret results on all marketing initiative

- Gather research, trends and Insights on competition, markets and segments to provide innovative recommendations to drive the evolution of the business
- Reconciling all trade details
- Assisting with end-to-end daily trade flow and ad hoc trading issues as they arise

Qualifications for trade associate

- Working knowledge of back office procedures, departments and contacts
- Must have strong mathematical inclinations and the ability to work well with Excel Spreadsheets
- Completion of Canadian Securities Course and CPH and the Traders Training Course
- Support groups such as the Business Research Group and the Law Department
- Excellent PC skills, specifically in Excel, Word, and PowerPoint are essential
- 8 to 10 years of total work experience preferably in Capital Markets Trade Operations viz