



# Example of Trade Management Job Description

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Our company is growing rapidly and is looking for a trade management. 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 trade management

- Execute and improve the front to back trade life-cycle management processes
- Perform ad hoc requests from the Trading Desk Interest Rate risk hedging, risk allocation by buckets, CSA (Credit Support Annex) management, book transfers, Global Risk reports
- Exposure to key stakeholders in the trade capture and lifecycle management chain (Front Office, Settlements, Documentation, Derivatives IT, Front Office IT, Product Control, Change, CRM, etc)
- Prepare to gain valuable product know and industry knowledge
- Showcase your attention to detail by ensuring all trade economics are correctly captured
- Use your inquisitive mind set to identify control weaknesses and inefficiencies to improve process
- Partner with the business to launch new funds and enter new markets and businesses
- Leverage your quantitative skills to help resolve complex issue and help launch new products
- Grow within the team
- Working closely with other workstreams and the Architecture team to share knowledge and agree a consistent standard process

## Qualifications for trade management

- Administer customer information and data relating to credit agreements, loan drawdowns, maturities, rollovers, repayments and rate fixings for Originating and Servicing syndicated loans, bilateral, Trade Finance and transactions
- An Investment Bank and/or Asset Management and/or Consultancy background, with a solid understanding of architecture design and Front Office trade flows within Investment Banking
- The ability to create agreement among differing stakeholder view
- Self-starter, entrepreneurial nature, able to operate as a team player
- Energetic team player, able to work well inside a group still being a leader
- Knowledge of FX products including (but not limited to) Vanilla FX Options, Spot/Forwards and Swaps