



# Example of Trade Management Job Description

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Our growing company is looking for a trade management. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for trade management

- Gaining credibility within both business and technology teams in order to bring forward the agreed standard process
- Identifying and escalating issues and risks, in order to get a consistent corrective approach
- Assisting in budget management
- Some mentoring and support for offshore team members
- Translate requirements and use cases into test conditions and expected results with the help of SME / work stream leads for integration, functional, performance and user acceptance testing
- Establish relationships with outside financial institutions (brokers, custodians, prime broker and fund administrator) to improve quality and productivity of work, integrating best practices as appropriate
- Provide regular and ad hoc management information on STP rates, risks and volumes
- Proactively identify opportunities and enhancements to improve functions
- Receive and record all trade and order details from Investment Managers accurately and within deadlines
- Match client trade instructions to 3rd party confirmations for entry to Investment System in accordance with client service level agreements

## Qualifications for trade management

- Product knowledge in OTC derivatives preferred, with an enthusiasm to

- Knowledge of industry regulations (EMIR / Dodd-Frank) / experience preferred
- Demonstrates knowledge around Equity Derivative products, flows, and life cycle of trades
- Risk Management – Manage the risk of multiple functions across the three teams
- Regulatory Risk Management – manage new regulation implementation as it relates to Trade Management
- Strategy – Providing thought leadership to execute on local and global Trade Management strategy and steer future direction and changes