



# Example of Trading Associate Job Description

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

## Responsibilities for trading associate

- Have close and business oriented contacts with other traders, engineers, sales and clients
- Set up clear and accurate pricing methodology and provide up to date parameters to the engineers and the sales teams
- Manage risks in a proactive and efficient way
- Communicate in a clear and proactive manner
- Have a clear understanding of reserve policies
- Have a partnership mindset when interacting with the other department of the bank
- Demonstrated understanding of market analytics, including economic, credit specific, political, impacts
- You will be responsible for market making on behalf of clients
- Respond to all client inquiries throughout the trading day and execute client orders
- Participate in idea generation for client trades/investments

## Qualifications for trading associate

- At least 3 years of experience working in a trading, investment banking or research environment
- Excellent Excel skills, strong Bloomberg skills
- Support senior traders through pre-trade analysis, the development of spreadsheet tools, and upon satisfactory development the execution of

- Fluency in Chinese is beneficial to the team but not essential
- Understanding of Derivative Credit products including single names and index