

Title: Trading Assistant

Responsibilities:

- Assist Traders in support functions including trade allocations, booking, and reconciliation
- Responsible for the trading and monitoring of client liquidity needs through various trading platforms
- Run and interpret daily and weekly reports for traders and PM that aid in the investment process, efficiencies, and analysis; create and enhance data checks and reports where necessary to best support trading and portfolio management functions
- Interact with Operations Analysts, Corporate Actions Analysts, and investment team to handle trade settlement issues or corporate actions in a timely manner
- Act as liaison between Client Service Associates and Traders to accommodate individual account needs
- Work in conjunction with technology department to further develop order management and trading systems to accommodate evolving trading desk needs
- Maintain a trade log for the tracking and monitoring of trading desk activities

Qualifications:

Required

- Minimum of 2 years of experience in the financial services industry. Experience communicating with trading desks is optimal
- Ability to work in fast paced environment and meet deadlines required by Traders, Analysts, and Portfolio Manager
- Detail oriented, excellent risk management, interpersonal and communications skills
- Demonstrated strong work ethic and problem solving skills

Preferred

- Direct experience with investment trading and/or operations
- Proficient in Bloomberg and/or FactSet
- Strong technical skills in MS Excel and Office products
- Proficient in MS SQL
- Undergraduate degree in related field