



Job posting date: April 27, 2021
Deadline to apply internally: May 3, 2021

JOB DESCRIPTION

Operations Associate

The Operations Associate is responsible for understanding the fundamental knowledge of the processes within the Operations Department in order to assist with departmental needs. This position offers a gateway for advancement within the organization.

The role – what you'll do:

- Complete daily reconciliation audits and daily inventory audits
- Ensure coding is correct on all entries in account for proper tax coding
- Ensure transactions are correctly processed within company guidelines
- Update asset values
- Responsible for daily settlement of IB
- Key and double-verify investments
- Process outgoing and incoming trades
- Assist the operations specialist with daily task

What we're looking for:

- Confident with problem-solving and trouble shooting
- Able to create detailed account note tracking within the CRM
- The ability to follow and enforce security protocols and procedures
- Effective verbal and written communication skills
- Ability to keep confidential and sensitive information and material secure

The ideal candidate:

- Strong Interpersonal communication
- Effectively multitask, prioritize, and manage your time
- Exceptional analytical skills
- Ability to work well in a team and independently
- Proficient with PCs, Microsoft Office Suites (particularly Excel) and other office equipment
- Strong knowledge of customer service care techniques and processes.
- Associates Degree preferred. High school diploma or equivalent required. Additional work experience may be substituted for educational requirements.
- Ability to work additional hours and weekends