



PR/086591 | Associate, Equity Assistant Trader & Administrator

Job Information

Recruiter[JAC Recruitment USA](#)**Job ID**

1522237

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 16:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client of asset management subsidiary is seeking an Equity Assistant Trader & Administrator.

RESPONSIBILITIES

- Manage the processing and settlement of trades according to guidelines and standards. Assess, interpret, and report on market practices and developments as they pertain to trading. Recommend and advise on any changes or improvements necessary.
- Responsible for performance measurement & allocation. Monitor and track portfolio cash positions. Maintain up-to-date performance and ratings data.
- Execute trades within guidelines with focus on quality of trade execution in compliance with legal and regulatory requirements. Complete all trades in a timely manner – in collaboration with broker/dealers and Back-Office. Ensure compliance with Tokyo's zero-tolerance policy for trade errors.

- Communicate and collaborate with the operations analyst, other front, middle and back-office teams to ensure accuracy and completeness of trades, reporting, adherence to compliance requirements etc.
- Fulfill daily, weekly and monthly reporting requirements.
- Collaborate with operations analyst and IT to develop and implement automation projects.
- Miscellaneous duties as assigned.

REQUIREMENTS

- Bachelor's degree in Finance, Economics, a related field or equivalent work experience.
- At least 3-4 years of experience in financial services, including at least 1-2 years within a trading environment.
- Prior experience in equities, market analysis, equity trading, fund management or portfolio administration. A solid understanding of equity and financial markets is required. Prior experience in the oversight of databases is desirable. Long-term interest in operations, trading or analysis is welcome.
- Strong command of MS Office software and advanced Excel; proficiency with Bloomberg and related automated research tools required. Familiarity with AIM a plus; VBA skills are desirable, along with experience with SQL, BQant, etc.
- Ability to effectively prioritize work in a real-time environment with strong risk management and compliance awareness.
- Strong interpersonal skills to develop and maintain relationships with business units and other operational groups; a flexible team player able to adapt to change and prioritize multiple tasks; happy to step in to support team where/when required.
- Extremely detail-oriented, analytical, highly organized team player with strong communication skills and able to quickly identify and resolve discrepancies. Ability to work independently as needed.
- Individual must possess sound problem solving and assessment capabilities.

SALARY & Benefits

USD \$80K – 90K (DOE)

OTHERS

Work location: New York, NY

* Currently, the office is on a hybrid schedule requiring at least three days in the office per week.

Company Description