



Trade Support Assistant

The trade support assistant will effectively be the link between Front Office, Middle Office and Operations with a specific focus on system trade capture and liaising with all relevant parties to ensure a robust position and pricing in each trading desk.

Responsibilities

- Timely and Accurate trade capture in CTRM system
- In charge of the daily follow up and maintenance of all positions
- Assure proper internal communication between desks through (Front Office, Operations, Middle office, Finance desks)
- Provide support to traders on a daily basis in the preparation and verification of position reporting (exposure and PNL).
- Responsible for daily maintenance of open positions (physical trade applications, paper trade allocations, wash out proposals, MtM curve rolling/modifications)
- Concentrate pricing responsibility: daily coordination of pricing to be done (versus cash), validity check of fixing orders, daily broker statement reconciliation and capture of executed orders.
- Meet requests for ad-hoc information

Education, experience, skills:

- Student in Economics or Agronomy
- Excellent excel skills
- 100% fluent in both written and spoken English