

JOB TITLE:

International Operations Specialist

Classification: Non-Exempt

Compensation: Commensurate with experience and subject to statutory minimum.

Location: Charleston, South Carolina

Job description: JonesTrading is adding to its international middle office support team. Job function will include supporting pre and post trade process by utilizing several internal systems for institutional trade processing.

Responsibilities:

- Monitoring and performing settlement functions for executions occurring on foreign exchanges including:
 - Trade comparison
 - Managing unaffirmed trades
 - Handling reclaim deliveries
 - Cancel and rebills
 - FX conversions
 - ADR conversions
 - Foreign tax payments
- Serve as the principal liaison with the company's clearing firm
- Communicating settlement issue to the appropriate parties both internal and external
- Perform other responsibilities should they be assigned

Qualifications:

- Candidate must have a bachelor's degree in Finance or related field.
- Previous experience with a broker dealer operations group
- Series 7, 63 preferable, but not required.
- Knowledge of the settlement process for COD/COR accounts
- Ability to answer customer inquiries regarding settlement status of trades, cancel/corrects of trades and various other issues relating to trade settlement.
- Knowledge of processing and clearing foreign trades.
- Familiarity with MS Office specifically Excel, Fidessa, Merrill Lynch, Bloomberg, CTM are preferable