



Cormark Securities Inc. currently has an opportunity for a part time Trading Operations Support on our Equity Trading desk. This role will report to the Trading Operations Supervisor.

Duties include:

- Ensuring accurate and timely allocation, confirmation and reporting of all client trades and allocations
- Assisting traders with their intraday requirements
- New customer setup
- Working with the back office and clients to trouble shoot and resolve settlement issues
- Preparation of daily reconciliations including inventory accounts, various internal accounts and trading accounts
- Daily CDS reconciliation
- Assist with daily foreign exchange transactions

Qualifications:

- Proficiency in Microsoft Excel
- Experience with Fidessa, Omgeo CTM and FMCnet is ideal
- Knowledge of ISM including trade input and trade corrections
- Strong attention to detail and organizational skills
- Ability to work in a fast-paced, team environment
- Ability to work well under pressure

This part time role will consist of 6 hours per a day for a total of 30 hours per a week. The initial hours will be discussed with the applicant and will be set to achieve the best training opportunity. In the fall of 2017, with the onset of T+2 settlement, the permanent hours of the role will become 12pm – 6pm daily.

For further information on this role please send your resume to sbensaid@cormark.com.