



### **Create the customer experience you want to see.**

The Brokerage Operations team at Questrade processes entries and updates requested by clients, various regulatory groups and interdepartmental requests in a timely manner. As a member of this team, you have the opportunity to work with the “best manager in town.” No, those aren’t our words – that’s what our Brokerage Operations employees are saying!

### ***And where does the Settlements Analyst, Trade Operations fit into this?***

The purpose of the Analyst is to mitigate financial, regulatory and reputational risks by ensuring the SLA and regulatory compliance of third party clearing operations services and in-house processes. They work collaboratively to foster productive and positive relationships for the benefit of Questrade’s clients and overall business operations.

The Analyst is responsible for performing the daily activities within Questrade’s clearing operations department. The position monitors, audits and measures in-house processes and third party services against SLA’s and regulatory obligations, then reports on the results.

They act as the first and primary point of contact for third party administrative and supervisory employees. They foster positive and productive relationships internally and with third parties, and they work collaboratively with all parties to effectively resolve issues.

### ***Need more details? Keep reading...***

As a Settlements Analyst, Trade Operations, you will complete individual/team’s critical priorities for the day including trade capture, confirmation, and settlement of all trades. You will ensure all trades are acted upon as per deadline while maintaining high level of accuracy and exceptional service to both internal and external stakeholder. You will provide oversight and assistance for the failed trades and resolve settlement issues with traders, counterparties, and third party vendors. You will ensure timely completion and accuracy of various reports and reconciliations relating to trade activity. You must be able to maintain and build new relationship with both internal and external stakeholder. You will assist the team with daily P&S task by reviewing trades brakes. You will facilitate QWM trade correction and other ad hoc requests from various departments. You will oversee option processing, exercise and assignments. You will also have a willingness to learn and meet new business demands while striving for efficiency.

### ***So are YOU our next Settlements Analyst, Trade Operations? You are if...***

- ✓ You have 2 years of relevant work experience in trade settlements/operations
- ✓ You have post-secondary degree/diploma in related field or equivalent experience
- ✓ You have strong communication and interpersonal skills; must be experienced in building and maintaining solid working relationships internally and externally.
- ✓ You possess strong organizational and time management skills
- ✓ You have proven analytical and reconciliation skills
- ✓ You are able to work in team environment, and are flexible with constantly evolving environment



- ✓ You have knowledge in Google Suite, Google Apps Script, Microsoft, Power BI, SQL and Python an asset;
- ✓ You have experience using Broadridge system

***Brownie points if you have...***

- ✓ You have knowledge of Arrow, CDS, DTC, and Apex

***Sounds like you? Click the link below to apply!***

Please complete an online application through our Careers Page, via the following link:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=02f58d3a-7441-4647-9f3e-376f6c2fb1ec&cclid=19000101\\_000001&jobId=403376&source=CC2&lang=en\\_CA](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=02f58d3a-7441-4647-9f3e-376f6c2fb1ec&cclid=19000101_000001&jobId=403376&source=CC2&lang=en_CA)

*At Questrade Group of Companies, with multiple office locations around the world, we are committed to fostering a diverse, inclusive and accessible work environment. We value the unique skills and experiences each individual brings, and believe that when our teams feel supported and motivated, their creativity becomes a source of innovation. We are also committed to creating and sustaining a collegial work environment in which all individuals are treated with dignity and respect and also one which reflects the diversity of the communities we serve and operate in to help us revolutionize financial services for the benefit of all of our customers.*

*Candidates selected for an interview will be contacted directly. If you require accommodation during the recruitment/selection process, please let us know and we will work with you to meet your needs.*