

Parametric believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties and qualifications, but not limit the employee or the organization to just the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of our services.

ROLE:	Trade Settlement Associate
DEPARTMENT:	Investment Operations
REPORTS TO:	Investment Operations Supervisor or Manager
TYPE OF POSITION:	Full-time
HOURS:	40/week
FLSA STATUS:	Non-Exempt
LOCATION:	Seattle

GENERAL DESCRIPTION

The Trade Settlement Associate is responsible for ensuring timely and accurate settlement of domestic and international trade activity. The ideal candidate is a self-starter with exceptional attention to detail and the ability to work independently under tight deadlines.

- Ability to self-manage in a high volume, fast-paced environment with strict deadlines.
- Responsible for the entire post trade process, including transmission of trades to counterparties, matching/confirmation/affirmation of trades, and resolution of exceptions.
- Aware of broader market events that could impact trading and settlement. Research and resolve complex problems relating to country specific trade and settlement issues.
- Communicate daily with counterparties and third party vendors to expedite timely settlement of trades.
- Contribute to the creation and maintenance and of written procedures.
- Maintain day-to-day relationships with a wide range of brokers, custodians and vendors.
- Recordkeeping/maintenance of client/broker records and files.
- Perform daily and monthly audits as required.
- Participate in technology development efforts as needed.
- Perform daily and monthly audits as needed.
- Other duties as assigned.

JOB REQUIREMENTS

- Bachelor's (4 year) degree. Concentration in business administration, finance, or accounting preferred.
- 1-2 years industry experience preferred
- Competent in Microsoft Office programs, strong Excel skills necessary
- APX and Bloomberg experience a plus
- Must have strong professionalism and communication skills
- Displays excellent organization, time management and planning skills
- Ability to manage multiple tasks effectively
- Displays high attention to detail, accuracy, thoroughness and thoughtfulness. Commitment to meeting identified quality and efficiency standards.
- Commits to satisfying internal and external customers
- Working knowledge of the settlements process and the lifecycle of a trade is a plus
- Knowledge of Omgeo Alert, Oasys, TradeSuite and SWIFT messaging or other relevant systems preferred
- Professional demeanor

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