



Job Description

Position Title: Junior Market Operations Analyst **Date:** June, 2020
Department: Market Operations Center (MOC) **Status:** Full Time, Exempt

Position Summary:

Reporting to Director of Market Operations, the Jr. Market Operations Analyst is responsible for all front line customer support in relation to trade clearing for all market participants.

Position Duties:

- Perform routine and non-routine tasks in support of the BOX Market in accordance with the BOX MOC policies and procedures
- Manage trade balancing, settlement, and clearing for market participants
- Provide timely resolution of trading, technical and user specific issues
- Provide daily monitoring of trading activity, ad hoc analytical research and other reports
- Communicate potential technology, business issues and unusual market activity to department manager
- Continuous process evaluation and improvement
- Maintain knowledge of industry trends and determine impact on trade support and BOX market model
- Manages the listing database of equity option products according to the expiration cycles and listing programs and procedures
- Manage and process corporate actions for all listed option products
- Various other duties as assigned

Job Knowledge and Skills:

- Motivated individual with ability to work independently and inter-dependently, as a team member and across departments
- Possess a high level of accuracy and attention to detail and can handle multiple projects in a timely manner
- Ability to troubleshoot technical and functional issues based on exchange rules and system design
- Proficient computer skills with MS Office software; Microsoft Excel, Word and Outlook.
- Advanced Excel and Access skills highly desired. Visio and PowerPoint a plus
- Familiarity with ECN's, trading platforms, Bloomberg, Livevol or other market data vendor or electronic trading OMS tools
- Demonstrate strong customer service, organizational, written and oral communication skills



BOXSM
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Education:

BA in Business, Mathematics, Financial Service or equivalent

Experience:

Minimum 1-3 years professional experience, however no trading experience is required but experience in electronic trading and trade desk support, financial markets, options and corporate actions is a plus