



Position Title: Junior Market Operations Analyst **Status:** Full Time, Exempt, On-Site

Position Summary: Reporting to Vice President of Market Operations, the Junior 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 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 are highly desired; Visio and PowerPoint is a plus
- Familiarity with ECN's, trading platforms, Bloomberg, Livevol or other market data vendors or electronic trading OMS tools
- Demonstrate strong customer service, organizational, written, and oral communication skills

Education and Experience:

- BA in Business, Mathematics, Financial Service, Computer Science or equivalent
- 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