

## Phillip Capital Inc. Employment Opportunity in Chicago

### Operations Specialist - Futures

Phillip Capital Inc., a self-clearing FCM and broker-dealer located in Chicago, seeks an experienced futures operations specialist. The ideal candidate has experience at a clearing firm balancing with exchanges and correspondent brokers and is comfortable with process improvements and backing up other roles. Working hours are 6:30am to 3:30pm.

#### Responsibilities

- Balancing money and positions on US and foreign exchanges, troubleshoot issues, resolve top day and T+1 breaks, and make relevant adjustments.
- Process give ins, give ups, and MOS trades in FEC or middle-ware system.
- Identifying and reporting option exercises and assignments to customers.
- Monitor and facilitate deliveries on US and foreign exchanges, monitor for FND/LTD and reportable dates for deliveries.
- Process transfers both in and out, and internal.
- Back up for filing exchange reports such as large trader and PCS, etc. as needed.
- Testing of new contracts set up in back office system and coordinate with back office IT.
- Supporting company development projects.

#### Qualifications

- Minimum 5 years working experience in the futures industry in operations.
- Solid understanding of futures and options clearing process including position reporting, balancing and reconciling on various US and foreign markets, option expiration, transfers.
- Comfortable working with customers on operations related issues.
- Knowledge of exchange clearing systems.
- Working knowledge of middle-ware systems such as Prysm.
- Comfortable with Microsoft Excel, Word, Outlook.
- Delivery experience a plus.
- Knowledge of exchange fee reconciliation a plus.
- Ability to efficiently handle a multitude of tasks while maintaining a low error rate.
- Ability to work independently and in a team setting.

Phillip Capital Inc. believes a long-term business is built on integrity and being responsive to customers. The firm has an open floor plan designed to support teamwork, transparency, and open communication between employees at all levels.

Please send a resume to [careers@phillipcapital.com](mailto:careers@phillipcapital.com) to be considered for this position with "Futures Operations Specialist" in the subject line. Phillip Capital Inc. will not consider candidates sent by recruiters for this position.

#### About Phillip Capital Inc. and the Phillip Capital Group

Phillip Capital Inc. is a growing SEC registered securities self-clearing broker-dealer and Futures Commission Merchant (FCM) firm based in Chicago. Phillip Capital Inc. has clearing memberships with CME Group, DME, ICE US, ICE EU, OCC, NFX, CFE, and DTCC. Find out more at [www.phillipcapital.com](http://www.phillipcapital.com) and [www.phillip.com.sg](http://www.phillip.com.sg).