

Phillip Capital Inc. Employment Opportunity in Chicago Jr. Operations Associate

Phillip Capital is seeking a Jr. Operations Associate. This role offers a unique opportunity to help support a highly experienced operations department for an established, highly regarded company in the futures industry (FCM formed in 2010, but part of Phillip Capital Group, which was formed in 1975). The operations department handles multiple aspects of the trading cycle, from frontend to middleware to backend. In this role, you will learn all the ins and outs of the financial industry, from trading to reconciliation of post trades. A successful candidate will be a self-starter that is inquisitive by nature and likes challenges. This role has regular interaction with Sr. Management and various business units, therefore requires strong interpersonal and communication skills.

Key Responsibilities

- As Jr. Operations Associate you will work closely with Sr. members and learn to backup all responsibilities of each member. While not all encompassing, some areas that will be covered are allocations, balancing, expiration, deliveries, fees, and billing
- Help organize and create standard operating procedure documents for all responsibilities learned
- Collaborate and help come up with initiatives to help streamline processes throughout various departments
- Track issues and provide tables, charts and/or graphs to Sr. members of those issues
- Manage internal and external customer requests, whether it be by email and/or via phone
- Learn various applications from exchange applications to own proprietary systems

Qualifications

- Bachelor's degree in finance or accounting and/or equivalent work experience preferred
- Strong communication skills and the willingness to learn each day.
- Detail orientated and excellent documentational skills
- 2+ years' experience with Excel advanced functions (index, conditional, macros, lookups)
- Knowledge of SQL preferred
- Answer seeker, not afraid to fail and/or ask questions. Want to know why things happen rather than just doing things
- Ability to handle various tasks at once while in a stressful fast paced environment

Please send a resume to careers@phillipcapital.com to be considered for this position with "Jr. Operations Associate" 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 the CME Group, DME, ICE US, ICE EU, OCC, NFX, CFE, and DTCC. Find out more at www.phillipcapital.com and www.phillip.com.sg