

Phillip Capital Inc. Employment Opportunity in Chicago Operations Specialist

Phillip Capital, Inc., a self-clearing broker-dealer & FCM located in Chicago, seeks an Operations Specialist to join a small but seasoned team. The ideal candidate will have strong communication skills and an ability to adapt quickly to any/all situations, all while maintaining the highest standards possible.

Primary Accountabilities/Responsibilities

- Perform allocations for various markets/exchanges, either through our middleware (Prysm) and/or through exchange interfaces.
- Closely monitor first notice day/last trading day positions and work closely with the desk/customer, to make sure all is liquidated in an orderly fashion.
- Perform position maintenance for expiring option contracts daily, both at the exchange level and internal bookkeeping systems.
- Reconciliation of cash and positions for all cleared business, whether it be self-clearing and/or through a carrying broker.
- Reconciliation and setup of all exchange fees, maintaining registration for members and setups in the exchanges fee system.
- Maintain/adjust reportable positions for various governing bodies.
- Create and maintain execution agreements as well as collecting and paying invoices.
- Embrace a culture of continuous improvement and forward thinking. Help improve/test/create processes that make work more streamlined and eliminate redundant tasks.

Qualifications

- High School Diploma minimum, with 2+ years of experience working in a financial firm, FCM preferred.
- Strong communication skills and the willingness to learn each day.
- Knowledge of the below exchange/operating systems
 - ✓ CME GROUP (FEC/EFS/ DELIVERY PLUS/Regulatory Portal)
 - ✓ ICE (FEC/ECS/GUARDIAN/ECOPS)
 - ✓ PRYSM
- Proficient in all Microsoft Suite products, (intermediate/advanced excel skills preferred).
- Critical thinking skills and the ability to communicate both verbally and in writing and not afraid to give ideas.

This opportunity provides a mid-level position within a growing global business located in the heart of Chicago's financial district. Phillip Capital Inc. believes a long-term business is built on integrity and being responsive to customers.

To be considered for this position, please send a resume to careers@phillipcapital.com with "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, The Small Exchange, CFE, and DTCC. Find out more at www.phillipcapital.com and www.phillip.com.sg.