

Phillip Capital is looking for a motivated Operations Analyst to support its growing futures business. This position offers a unique opportunity to support a highly experienced operations department for an established firm in the futures industry. The Operations Department handles many aspects of the trading cycle, from front-end to middleware to back-end. In addition to learning about the trade lifecycle, this role will also provide insight into the account opening process and client onboarding.

Key Responsibilities

- Work closely with senior team members and learn to support all responsibilities of each member of the clearing team. Some areas that will be covered are allocations, balancing, expiration, deliveries, fees, and billing.
- Open accounts in our back-office system after performing all necessary due diligence. This includes collecting all necessary forms from clients, ensuring forms are completed correctly, and performing KYC checks.
- Organize and create standard operating procedures for all responsibilities learned.
- Collaborate and develop initiatives to streamline processes across departments.
- Track issues and provide detailed reporting to senior members to assist with tracking.
- Manage internal and external customer requests via email and phone.
- Learn various exchange applications and proprietary systems.

Qualifications

- Bachelor's degree in finance or accounting or related field from an accredited university.
- Strong communication skills and willingness to learn daily.
- Strong attention to detail and excellent documentation skills.
- 2+ years of experience with advanced Excel features (index, conditional, macros, lookups)
- Answer seeker, not afraid to fail and/or ask questions. Want to know why things happen, not just do things.
- Ability to juggle multiple tasks in a fast-paced environment.
- Experience with SQL, Python, Power Automate or similar applications preferred, but not required.

Phillip Capital offers a hybrid work environment and currently requires in-person attendance at our downtown Chicago office a minimum of 3 days per week.

Please send a resume to careers@phillipcapital.com to be considered for this position with "Operations Analyst" 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, CFE, and DTCC. Find out more at www.phillipcapital.com and www.phillip.com.sg.