

Job Description

Trade Desk Assistant

Reports to: Administrative Manager

Company: FCST

Position Purpose: Process, monitor and reconcile futures and OTC clearing transactions.

Primary Accountabilities/Responsibilities:

- Enters and retrieves orders.
- Provides back up to Trading Assistants and Risk Management Consultants on phones.
- Checks trades at end of day.
- Processes Exchange for Physicals (EFP), Exchange of Futures for Swaps (EFS) and Exchange for Risk (EFR) requests.
- Checks futures tickets daily.
- Reconciles daily check out.
- Monitors open orders.
- Communicates corrections to appropriate personnel.
- Manages futures requests to move trades and Purchase & Sales Statement trades.
- Reports assignments as they occur.
- Maintains prompt and regular attendance.
- This list of responsibilities may not be all-inclusive and can be expanded to include other duties or responsibilities as needed.

Dependent on location may also perform some or all of the following responsibilities.

- Gathers posted basis bid information for current and future delivery periods on corn and soybean markets and enters information into database/bid sheet which is distributed internally and to customers.
- Reviews daily margin call sheet and communicates with those customers who are on call to request they send additional funds to cover the margin call.
- Prepares and develops appropriate futures price charts from ProphetX and/or basis graphs to be distributed to customers and brokers.
- Communicates requests from customers regarding cash/futures exchanges, including customer account, commodity, volume, exchange price and appropriate counter-party account information to FCStone personnel in Chicago and verifies the accuracy of the trade.
- Processes orders filled overnight.
- Enters data into Portfolio Manager and reconciles with the equity run.

Job Requirements:

- High school graduate
- 1-3 years commodity experience preferred
- Series 3 Commodities Brokerage License preferred, but not required
- 3-5 years accounting experience preferred
- Prior 10-key experience
- Excellent written and verbal communication skills.
- Proficient knowledge of Microsoft Office including Excel
- Excellent organization and multitasking skills.
- Strong work ethic and emphasis on attention to details.
- Must be authorized to work in the US for any employer

Physical requirements/Working conditions:

- Climate controlled office environment
- Minimal physical requirements other than occasional light lifting of boxed materials
- Dynamic, time-sensitive, trading room environment