

Job Description

Broker Assistant

Reports to: Vice President, Brokers

Company: INTL FCStone- Ranked #30 on the Fortune 500 list of the largest US corporations

Position Purpose: **Broker Assistant**-Manage trade desk in fast paced commodity risk management office with the assistance of established Risk Management Consultants.

Primary Accountabilities/Responsibilities:

- Accept and enter trade orders, changes, cancellations via the telephone/computer
- Provide customer service by notifying them of filled orders, margin positions and other pertinent information
- Reconciles accounts and updates customer information, including hedge records, open orders
- Maintains hedge records and research databases
- Maintains prompt and regular attendance
- Maintains office supplies, petty cash account, and company car maintenance.
- Aids in planning of office events
- Reconcile Daily trade check-out
- This list of responsibilities may not be all-inclusive and can be expanded to include other duties or responsibilities as needed

Job Requirements:

- Bachelor's degree in Agriculture, Finance, Economics or related field preferred
- Series 3 license preferred-but can obtain on the job
- Must have excellent written and verbal communication skills
- Ability to exercise autonomous judgment in problem solving
- Self-starter and possess an entrepreneurial spirit
- Works well in a team environment
- Proficient computer skills, including knowledge of Microsoft Office
- Excellent organizational and multitasking skills
- Desire to gain thorough knowledge of trading commodity derivatives
- Original and independent thinking is a must to identify and respond to customer needs
- Thorough and highly accurate job execution skills with attention to detail
- Must be authorized to work in the US for any employer

Class: Full-time, Exempt

Physical requirements/Working conditions:

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