

# United States Jobs Expertini®

## Document Review Specialist

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Company: US Tech Solutions, Inc.

Location: New York County, New York

Category: legal

Job Title: Document Review Specialist

Duration: 8 Months

Location: 1585 Broadway, New York, NY

Description:

Client facing position within Brokerage s Institutional Equity Division (IED) for a documentation specialist, responsible for handling all relationship level trading agreements, including, but not limited to equity derivatives, prime brokerage, stock loan, confidentiality, listed derivatives and OTC clearing agreements. The team sits within IED s global risk management team. As the group sits within risk management, it is also tasked with

analyzing and improving firm processes as well as identifying internal control gaps. The team is responsible for drafting a variety of agreements in advance of trading, liaising with the negotiation team, managing and building relationships with asset managers and monitoring various risk reports.

## Job Responsibilities

Maintain relationships with key asset managers to streamline documentation and onboarding processes

Liaise with IED Sales and Trading desks, as well as members of Firm's Legal, IED Negotiation, Risk, Credit, Client Service and Onboarding teams.

Client base includes hedge funds, mutual funds, pensions, insurance companies, banks, corporates and money managers.

Act as primary point of contact with existing clients looking to launch new funds.

Work with outside counsel to perfect security interest for certain jurisdictions.

Monitoring risk reports.

## Qualifications

Strong verbal and written communication skills; attention to detail; ability to meet deadlines on multiple projects.

Ability and initiative to proactively communicate with senior business unit members as well as clients

Manage ad-hoc projects along with day to day tasks

Comfortable working in an open trading floor environment.

Bachelor s Degree required.

Proficiency in Microsoft Office

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