United States Jobs Expertini®

Document Review Specialist

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Company: US Tech Solutions, Inc.

Location: New York County, New York

Category: legal

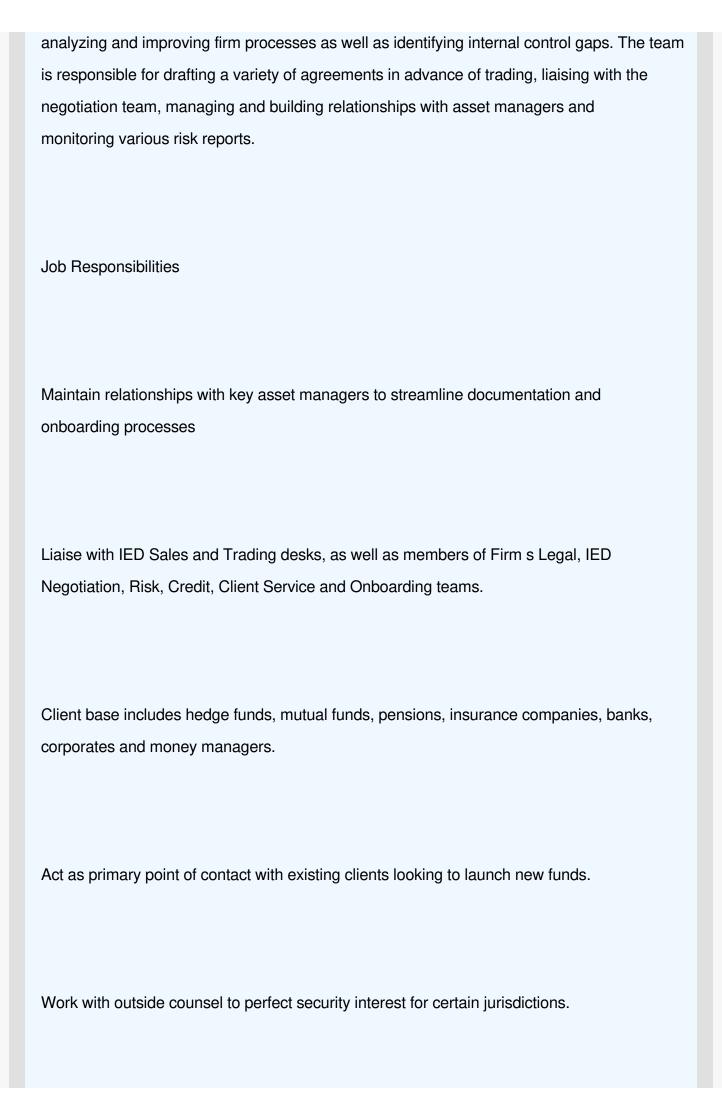
Job Title: Document Review Specialist

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



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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