

## Senior Operations Specialist

Phillip Capital, Inc., a self-clearing broker-dealer & FCM located in Chicago, seeks a Senior Operations Specialist with a background in futures operations to join a small but seasoned team.

### Responsibilities

- Reconciliation of cash and positions for self-clearing and carrying broker business.
- Monitor first notice day/last trading day positions and work closely with trade desk or clients to ensure orderly liquidations. Enter intents/positions within the exchanges' interfaces.
- Exchange fee maintenance and reconciliation.
- Maintain and adjust reportable positions for various governing bodies.
- Perform allocations for various markets, either through exchange interfaces or middleware.
- Perform position maintenance for expiring option contracts daily.
- Create and maintain execution agreements and validate and pay related invoices.
- Facilitate the full lifecycle of delivery processes with clients.
- Improve, create, and test processes that streamline work and eliminate redundant tasks.

### Qualifications

- Bachelor's degree from an accredited university.
- 5+ years of experience working in the futures industry within an FCM.
- Must be able to work in the Chicago office (no remote full time).
- Knowledgeable about exchange rules and regulations regarding futures trading.
- Knowledge of the exchanges' systems including the CME, ICE (US and Europe), and Eurex.
- Experience with physically delivered products. Knowledge of exchange requirements and ability to explain details clearly to new clients wanting to get into this space.
- Knowledge of exchange rules and regulations on EFRP transactions.
- Proficient in all Microsoft Office products, strong Excel skills preferred.
- Strong written and verbal communication skills.
- Not afraid to offer ideas and not afraid to fail.

This opportunity provides an individual with great potential for success to help grow within a growing global business located in the heart of Chicago's financial district. Phillip Capital, Inc. believes a long-term business is built on integrity and being responsive to customers.

### To Apply

Please send a resume to [careers@phillipcapital.com](mailto:careers@phillipcapital.com) with "Senior Operations Specialist" in the subject line. Phillip Capital Inc. will not consider candidates sent by recruiters.

### 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 CME Group, DME, ICE US, ICE EU, OCC, NFX, CFE, and DTCC. Find out more at [www.phillipcapital.com](http://www.phillipcapital.com) and [www.phillip.com.sg](http://www.phillip.com.sg).