

Part-Time US Operations Analyst

Location: Chicago, IL

The Operations Analyst will assist in the day to day responsibilities of the Operations Department.

Responsibilities:

- Monitoring manual transactions and checking to ensure each transaction is correct prior to processing.
- Assisting with trade allocations within the CME FEC+ portal.
- Claim exchange cleared trades through the CME Exchange portal.

Candidate Skills/Requirements:

- Advanced knowledge of the Microsoft Suite of programs preferred, experience using these programs is required. Experience using Sungard GMI is a plus.
- Advanced skills in Microsoft Access are a plus.
- This position will have fixed weekday hours of 12pm-4pm.

If you would like to apply for this position, please send your resume to spreusser@straitsfinancial.com