

## **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](mailto:spreusser@straitsfinancial.com)**