

Equity Derivatives Sales Intern

The Equity Derivatives Sales desk is looking for an intern to assist the desk in managing new and current client and risk trades and positions, from inception to settlement. The intern will have exposure to many of the Sales matters, ranging from negotiating, executing, booking, recapping and maintaining proper control over the positions, to preparing Sales material and prospecting new clients.

Responsibilities include:

- *Support the client flow business for focal clients on equity derivatives products*
- *Support the desk's OTC trade workflow - creation and booking of new instruments, assuring proper risk and PnL is reflected in the internal applications*
- *Maintain proper control over the desk's client positions, including daily reconciliations of the positions against their counterparties*
- *Maintain proper control over the desk's instruments economics, including daily reconciliations of pricing and risk, also ensuring corporate actions are reflected*
- *Provide clients with trade recaps and reconcile clients' and brokers' confirmations*
- *Notify and assist clients with positions subject to corporate actions*
- *Support the client onboarding flow, liaising with all relevant internal teams*
- *Prepare daily market reports, along with other relevant client communications*
- *Maintain and report proper desk's metrics, along with revenue controls*

Qualifications include:

- Fluent in English
- Excellent communication skills, in both verbal and written communications
- Strong commercial profile and personality
- Strong interpersonal skills: professional, courteous, friendly, warm, empathic, levelheaded, and composed
- Flexible and adaptable to quick changing environments, dealing well with high pressure dynamics and highly time sensitive decisions
- Working knowledge of Microsoft Office skills and desirable deep working knowledge of Excel functionality (e.g. VBA, formulae and Pivot Tables)
- Keen interest in financial products, equity and derivatives pricing and trading
- Detail oriented, analytical and strong rational mentality and strong sense of ownership and commitment
- Working knowledge of analytical tools and coding is a plus (desirable Python, SQL, etc)