

## **First Empire Securities Job Description**

**Job Title:** Trader- Fixed Income  
**Department:** First Empire Securities  
**Reports To:** Manager, Fixed Income Trading Desk  
**FLSA Status:** Full-Time, Exempt  
**Prepared Date:** December 2010  
**Approved By:** VP, Prop Trading

### **SUMMARY**

Responsible for research, analysis and trading of bond products for the firm's trading account.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include **but are not limited to** the following: (Other duties may be assigned)

- Quantify fair market values within sectors of the bond market.
- Track and monitor the availability of positions within the fixed-income marketplace that meet our trading guidelines and trade them on our platforms.
- Responsible for maintaining a profitable P & L trading account.
- Maintain in-depth knowledge of bond market and stay abreast of market trends.
- Identify and quickly respond to changes in market conditions as it affects positions and P&L trading. Communicate with supervisor as necessary.
- Prospect and build relationships with primary and regional dealers to affect transactions.
- Demonstration of high energy, concentration and attention to detail.
- Effective use of tools such as Bloomberg for analytics, research and communication.
- Effective use of Outlook and other systems to prioritize, organize and maximize time management.
- Strong professionalism over the phone and in person.
- High level of self-motivation, drive and analytical skills to accomplish department goals.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Ability to read and interpret documents such as financial market indices, rates, articles, contracts, instructions and reports.
- Strong verbal communication skills. Superb negotiation skills.

- Ability to calculate figures and amounts such as profit & loss, discounts, interest rates, commissions, proportions, percentages, and amortizations (basic bond match skills).
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Must be able to deal with problems involving several concrete variables in standardized situations. Ability to read, interpret and strategize based on IP information is essential.
- Ability to quickly learn and adapt to in-house sales programs and other systems as necessary.

**COMPUTER SKILLS:**

- Proficient in MS Office products with a focus on Outlook and Excel.
- Skilled in Bloomberg and familiarity trading applications such as Bondesk, Knight Bondpoint, Tradeweb and TMC.

**EDUCATION and/or EXPERIENCE:**

- Minimum three years experience in fixed income trading with demonstrated profitability.
- Bachelor's degree required in Finance and/or in Economics.
- Series 7 and 63 licensing required.