



THE TRINIDAD AND TOBAGO STOCK EXCHANGE LIMITED
JOB OPPORTUNITY

Position:	Operations Officer	Department:	Market Operations
Type:	Full-time, Permanent	Location:	Port of Spain

I	<p>Objective</p> <ul style="list-style-type: none"> • To ensure accurate and timely preparation and dissemination of trading summaries, reports and information related to Listed Companies to the relevant stakeholders via emails and TTSE’s website • To provide excellent customer service ensuring all queries from stakeholders are resolved in a timely manner • To ensure compliance with all applicable policies, procedures, rules and regulations • To conduct testing, quality assurance and training on the Electronic Trading System • To analyze, research and recommend changes to the Stock Exchange’s rules, products and business lines
II	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Produce, verify and distribute memos, trading summaries, reports, information related to Listed Companies, and yield curves to all stakeholders on a timely basis as required (daily, weekly, monthly) via email and TTSE’s website • Review and process all transactional requests from member firms and stakeholders including put through requests, supplemental share new listings and delistings • Maintain database of all trade statistics and prepare written analysis of same • Liaise with listed companies/securities to ensure that all required information is submitted in accordance with the Rules of the Stock Exchange • Liaise and guide stakeholders on the execution of normal and extraordinary transactions and issue letters to stakeholders for breaches in policies, procedures and rules • Liaise with other regulators regarding market activity, securities and registered representatives; • Guide and liaise with stakeholders through the Initial Public Offering process as it relates to the Stock Exchange, this includes reviewing the application and draft prospectus • Test all changes to and queries on the Electronic Trading System and update the Electronic Trading System for market related changes/activities • Develop and execute training programs for new and existing brokers and traders in order to ensure proper use of the Electronic Trading System • Review applications for licensing as a stockbroker or trader • Suggest changes to TTSE Rules and operational procedures (process and documents) in order to improve efficiency

	<ul style="list-style-type: none"> • Identify, research, analyze and report on new business opportunities • Investigate and resolve queries and complaints received from all stakeholders in a timely manner • Facilitate internal and external education seminars and create/update seminar material • Maintain and review monthly invoice data records • Assist with preparing draft Department budget and Annual report • Investigate unusual trading activity of listed securities and submit report to Manager, Market Operations or CEO • Lead special projects • Engage and facilitate active cross-training programmes • Performs other related duties as maybe required from time to time.
III	Key Relationships / Reporting Structure <ul style="list-style-type: none"> • Reports to the Senior Market Operations Officer or designate; • Interacts with investors, Member Firms, the Securities and Exchange Commission, the Central Bank of Trinidad and Tobago, the media, internal staff, Listed Companies.
IV	Accountability <ul style="list-style-type: none"> • Ensuring timely preparation and dissemination as necessary, of accurate trading summaries, trading reports and information received from Listed Companies • Ensuring current and accurate maintenance of the TTSE database and TTSE website • Providing information as requested to all stakeholders in a timely manner • Resolving queries and complaints received in a timely manner • Compliance with TTCD/TTSE procedures, rules and regulations
V	Authority Limits NIL
VI	Performance Parameters <ul style="list-style-type: none"> • Adherence to applicable policies, procedures, rules and regulations; • Timely and accurate completion of all responsibilities and assigned tasks as defined in annual goals; • Compliance by the Member Firms and Listed Companies with the policies, procedures, rules and regulations; • Responsiveness and support to client/customer requests; • Initiative, problem solving, adaptability and willingness to participate in and understand all aspects of the business and an interest in self-development.
VII	Value Added Performance and Teamwork <ul style="list-style-type: none"> • Suggest solutions to problems and changes to procedures to improve efficiency; • Takes responsibility for correcting customer service problems and corrects these problems promptly; • Acts quickly and decisively to resolve any problem that may arise; • Indirectly assists in other areas of the organization, by providing strong support to co-workers, and ensuring workgroup deadlines are met and contributing to a high level of morale;

	<ul style="list-style-type: none"> Leads special projects and achieves completion on time and within budget.
<p>The incumbent is required to possess the following combination of qualifications, skills, training and experience:</p>	
VIII	<p>Qualifications</p> <ul style="list-style-type: none"> First Degree in Business, Finance, Economics or related field And Three (3) years working experience in the financial services or securities industry
IX	<p>Technical Skills</p> <p>The incumbent is expected to possess working knowledge of</p> <ul style="list-style-type: none"> TTSE/ TTCD Rules TTSE/TTCD Procedures TTSE/TTCD Electronic Trading System
X	<p>Knowledge and Other Skills</p> <ul style="list-style-type: none"> Proficiency in MS Excel, Word, PowerPoint Interpersonal and problem-solving skills Organizational skills Ability to multitask Ability to work as part of a team Good written, oral communication and report writing skills

THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS APRIL 24TH, 2026.