



India International Depository IFSC Limited

Experience – Minimum 4 years	Education – Minimum B.E. or B.Tech or Postgraduate Preferred – M. Com or MBA
Designation – Assistant Manager/Deputy Manager/Manager	Department – Operations
Employment – Permanent	Location – Gandhinagar, Gift-City

Skills:

1. Strong analytical skills, attention to detail, and the ability to work independently.
2. Experience in Securities Market and/or Bullion Market.
3. Knowledge of Depository Operations/ Custody Operations. Knowledge of RTA operations will be added advantage.
4. Analytical mindset with the ability to assess market trends and business opportunities.
5. Knowledge of regulatory and compliance frameworks.
6. Strong communication skills, including written, verbal, and presentation abilities.

Responsibilities:

1. Will be part of Operations Team and work along with team members in handling day to day activities of operations department involving securities depository and bullion depository services.
2. Clearing and settlement of trading operations activities, securities pay-in and payout handling, ISIN issuance of eligible instruments, Issuer admission and processing of corporate actions and related activity, coordinate and provide support to participants, Issuers and other users for smooth conduct of depository services.
3. To identify process requirements for efficiency and initiate related system enhancement and coordinate with vendors for completion.
4. Responsible for managing assigned activities in a timely manner and adherence to regulatory guidelines.
5. MIS report preparation and timely submission.
6. Handling client onboarding, involving scrutiny of account opening application, KYC documentation verification and client due diligence in adherence to guidelines.
7. Coordinate with clients and ensure documents specified are obtained and records maintained.
8. Processing client instructions for their transactions related to bullion deposit/ withdrawal requests for settlement of bullion trades as per procedure. Execute pay-in and pay-out process in coordination with bullion exchange for given settlement.
9. Coordinate with Vault Managers and other stake holders for processing of deposit and withdrawal of bullion requests of clients.
10. Work with IT Team and vendors for effective completion of regular operations activities.
11. Client billing and related activities.
12. Handling of client's grievances and resolution related to depository services.

Compensation: As per industry standards