

Job Title: Junior Trade Desk Associate
Department: CreativeOne Securities - Trading
Job Type: Full-Time, Non-exempt
Location: Onsite/In Office – Overland Park, KS
Hours: Monday through Friday from 7:30am-4:30pm

About Us:

CreativeOne Securities is a leading financial firm dedicated to providing exceptional service and innovative solutions to our clients. We are seeking a motivated and detail-oriented **Junior Trade Desk Associate** to join our dynamic team.

Job Summary:

The **Junior Trade Desk Associate** will support the trading team in executing and managing trades, conducting market research, and ensuring smooth operations on the trading floor. This role is ideal for individuals with a strong interest in financial markets and a desire to build a career in trading.

Key Responsibilities:

- Assist Director of Trading in preparing daily, weekly, and monthly reports on trading activity.
- Assist in the execution of trades across various financial instruments. Equities, bonds, derivatives, structured products, alternative investments, Block/model trading, and rebalancing of models.
- Assist advisors on one off trade requests within both commission and advisory accounts.
- Maintain accurate records of trades and ensure compliance with regulatory requirements.
- Collaborate with other departments (e.g., risk management, compliance) to ensure seamless trading operations.
- Assist in resolution of trade errors and problem issues within the trading department.
- Assist with on-boarding and training of Advisor's offices as they learn trading within their own offices.
- Participate in team meetings and contribute to the development of trading strategies.
- Work with 3rd parties for trade support and reporting.

Preferred Qualifications:

- Bachelor's degree in Finance, Economics, Business, or a related field is a plus.
- Ability to pass Securities Industry Essentials (SIE) and Series 7 within first year required.
- Proficiency in Microsoft Excel and other financial software.
- Excellent communication and interpersonal skills.
- Ability to work in a fast-paced, high-pressure environment.
- Attention to detail and strong organizational skills.
- Basic understanding of financial markets and trading principles.



What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A collaborative and supportive work environment.
- Exposure to cutting-edge trading technologies and strategies.

This description covers the major purpose and major functions of the job. It is not intended to give all details or a step-by-step account of the way each task is to be performed. Employees may receive other job-related instructions and be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.

CreativeOne provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Our company does not currently sponsor employment visas. Applicants must be authorized to work for any employer in the U.S.

