

Position: Trading Operations Manager

Location: Oakville, Head Office (On site)

Reports To: Chief Investment Officer (CIO)

Department/ Team: Investment Desk

Application Email: resumes@harvestetfs.com

Application Deadline: April 23, 2026

Role Overview

The Trading Operations Manager is a critical member of the trading desk, responsible for ensuring oversight across the full trade lifecycle and other investment operational activities. This role supports multi-asset trading activity — including equities, FX, and derivatives — and acts as the central coordination point between the front office, prime brokers, custodians, and internal middle/back-office teams. This role will also support other activities including, but not necessarily limited to, oversight of ETF basket files and ETF creation and redemption orders, trading cost analysis, and supporting overall investment activity. The ideal candidate brings deep operational expertise, strong analytical skills, and the ability to operate with independence in a fast-paced trading environment. This is an in-office position, and the role may require regulatory registration.

Key Responsibilities

Trade Lifecycle Management

- Support trading function by capturing, validating, and booking trades across equities, FX, options, and other asset classes
- Monitor trade flow from execution through settlement
- Resolve trade breaks, discrepancies, and exceptions in real time
- Ensure accurate trade allocations and confirmations

Prime Brokerage & Counterparty Coordination

- Serve as the primary point of contact for prime brokers and custodians
- Oversee margin ratios, collateral movements, and financing arrangements
- Manage securities lending/borrowing workflows
- Monitor PB reporting, financing rates, and operational SLAs

Middle & Back Office Oversight

- Coordinate with internal operations on settlements, reconciliations, and corporate actions
- Oversee daily cash and position reconciliations
- Support NAV processes and valuation checks
- Support oversight of ETF basket files process and content, as well as ETF creation and redemption orders
- Ensure accurate and timely data flow into risk and portfolio systems

Risk, Controls & Compliance

- Maintain strong operational controls and work with senior members on documentation
- Support regulatory reporting and trade surveillance processes with senior members
- Assist with onboarding documentation and trading workflows
- Ensure compliance with internal policies and external regulations

Analytics & Process Improvement

- Build and maintain advanced Excel and/or Python models for trade tracking, exposure, and workflow automation
- Identify and implement process enhancements to improve efficiency and reduce operational risk
- Support technology initiatives, system upgrades, and data integrations

Qualifications

- 5–10+ years of experience in trading operations, middle office, or prime brokerage
- Strong knowledge of equities, FX, options, and multi-asset trade workflows
- Deep familiarity with prime brokerage, collateral management, and financing
- Experience with OMS/EMS and back-office systems (e.g., Alphadesk, Bloomberg, MyStateStreet etc.)
- Exceptional Excel skills (advanced formulas, pivot tables, macros; VBA a strong plus)
- Ability to be registered as an Associate Advising Rep is a plus
- Strong communication skills and ability to work directly with internal traders and external partners
- High attention to detail and ability to operate independently under pressure

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