

Options Trader Job Description

- Manage a portfolio of stocks and derivatives for the company
- Calculate values for options for each customer
- Analyze information to determine whether to initiate a trade or not
- Prepare reports on market performance and financial status
- Work collectively and harmoniously with team members, management, and customers
- Coordinate with other departments in order to meet the needs of customers
- Review open positions in order to select those that should be liquidated or hedged
- Monitor the activities of traders who are under their supervision
- Trade stock based upon customer requests or company policies
- Ensure that options are entered into the system optimally
- Perform timely execution of trades
- Co-ordinate exiting of positions and coordinate with other groups in order to meet the needs of customers
- Make recommendations on options trading strategy and be responsible for ensuring that the trading group complies with those suggestions
- Manage risk
- Maintain an accurate record of all trades, including open, closed, and liquidated
- Plan for trading in additional time frames or markets within company policies as necessary (hedging).