



## **JOB DESCRIPTION**

**“Private & Confidential”**

<b>Job title</b>	<i>Sports Trading Analyst</i>
<b>Reports to</b>	<i>Team Leader</i>

### **Job Overview**

Our company is a BPO processing sports trading back office transaction on behalf of our clients. You ensure that events are created, traded and settled with minimal errors.

### **Duties and responsibilities**

- Check daily schedule for the assigned games.
- Monitor the assigned schedule of games.
- Comply with the operation’s procedure (SOP) on checking the basic information and data of games.
- Keen to sudden changes in the assigned matches.
- Observant in ways that can pinpoint errors and discrepancies.
- Communicate to co-operators, ATLS, TL with regard to work related issues.
- Update the daily reports before the shift ends.
- Endorse any issues to the next shift.

### **Qualifications**

- Candidates must possess at least 2 years in College level. Mathematics, science and engineering courses are an advantage.
- Must be adept in math.
- Proficiency in MS Office Applications
- Ability to engage in multiple assignments concurrently and complete them error free.
- Be safety cautious must be physically fit and active.
- Knows the basic rules and regulations, teams and leagues of sports.
- Fast learner and eager to learn.
- Can communicate well using English language.