

Closer - LexLoans India

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Company: UnitedLex

Location: India

Category: office-and-administrative-support

About Us

UnitedLex (Erstwhile iRunway) is a data and professional services company delivering outcomes that create value and competitive advantage for legal and the business. Our business is anchored by a passion for innovation brought to life by a global community of diverse individuals determined to deliver on the promise of data mastery, legal acumen, and human ingenuity.

Experience and Job Skills requirements:

Domain

Basic knowledge of finance, trade life cycle, investment banking, and derivatives.

Understanding the Syndicated Debt Market (LSTA and LMA) will be an advantage.

Ability to understand and operate multiple Financial Trading platforms.

Understanding of US and European banking industry.

Operations

Coordinate trade settlements in the Syndicated Loan Market: liaise with counterparties and administrative agents on primary, par and distressed secondary trades.

Handle settlement of new issue & par loan trades.

Draft loan trade settlement documentation – Trade confirmations, Transfer Documents, Funding Memo when not settling via electronic settlement platform.

Manage amendments, non-pro-rata paydown, and other corporate action events.

Troubleshoot, timely escalate, and solve problems that arise from trade discrepancies.

Reviewing Audit confirmation requests from various counterparties.

Seek to improve operations procedures and controls within the group. Identify & timely action to mitigate risk.

Attention to detail/ high level of accuracy and 100% compliance to client SLA's

Experience and Qualification

1 to 2 years of relevant experience.

Good understanding of Loan and other financial products (Fixed Income, Derivatives, Bonds).

Knowledge of LSTA/LMA Guidelines will be an advantage.

Understanding of different Loan facilities: Term Loan, Revolver, Delayed Draw, LC is advantageous.

Candidate should have knowledge of Trade life cycle & roles of Front, Middle and Back Office.

Prior working experience on ClearPar, Loan IQ.

Excellent written & verbal communication skills.

Attention to detail/ high level of accuracy and 100% compliance to client SLA's.

Work Conditions

9 hr. shift between 10:30am to 2:30am. US and UK daylight savings applicable when in place.

Adhere to UnitedLex and Client confidentiality and information security policies.

Work location: Gurugram, Haryana.

Work from office model, 5 days a week.

Depending on client and operational requirements the holiday calendar may be of the client location, UnitedLex India holiday list or a hybrid of the two.

Valid passport holders will be preferred.

UnitedLex is committed to preserving the confidentiality, integrity, and availability of all the physical and

electronic information assets throughout the organization. Consistent with the UnitedLex ISMS policy

and the ISO 27001 standard, every employee is responsible for complying with UnitedLex information

security policies and reporting all security concerns, weaknesses, and breaches.

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