



Position Title **Assistant Branch Administrator**

Location Calgary Eau Claire Branch

Reporting To Branch Management

Job ID CGY - 009

Position Overview The Assistant Branch Administrator role is to provide administrative support to the Branch Management Team and to display a professional manner when dealing with the investment advisors, their team members and clients. Candidate must be IIROC (IR) licensed at minimum.

- Duties and Responsibilities**
- Review KYCs/related documentation for completeness
 - Support Branch Management with branch compliance supervision
 - Assist with basic IT troubleshooting/setups
 - Administer the branch house accounts
 - Back up and support for cage duties
 - Assist Branch Management team as required

- Qualifications**
- Proficient in English, oral and written
 - Proficient with Microsoft Office Suite
 - Strong understanding of IIROC and Security Regulations
 - Organizational skills and ability to prioritize
 - Autonomy, initiative and attention to detail
 - Excellent phone and e-mail etiquette
 - Ability to work efficiently, multi task and maintain professionalism in a high-pressure environment
 - Experience in the financial sector
 - Previous experience in an ABA role or as a Sr. Sales assistant would be asset

- Education**
- Licensed as an Investment Representative/Registered Representative
 - Canadian Securities Course (CSC)
 - Conduct and Practices Handbook (CPH)
 - Investment Representative Training (IRT)