



<b>Position Title</b>	<b>Associate</b>
<b>Location</b>	Calgary
<b>Reporting To</b>	Branch Management
<b>Position Overview</b>	<p>To provide support to a high net worth investment management team. The Associate will be responsible for reporting and analysis.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Support the Investment Advisor in general administrative duties in the management of client accounts</li><li>• Support the Investment Advisor(s) prepare client reviews and presentations</li><li>• Request information and documentation from clients in order to open accounts and keep client files up to date</li><li>• Maintain administrative liaison with the different operations departments</li><li>• Type memos, letters and documents. Prepare and manage periodic mass mailings to existing and potential clients</li><li>• Act as contact person for clients concerning procedures and policies of the Firm</li><li>• Notify Investment Advisor(s) of tender offers, redemptions and reimbursements etc.</li><li>• Provide current price quotation to clients referring to quote services and trading desk personnel</li><li>• Follow up on client trades to ensure proper settlement and delivery by informing the appropriate departments to take the necessary measures</li><li>• Monitor all pending transfers to ensure completion on a timely basis</li><li>• Maintain appointment agenda for Investment Advisor(s)</li><li>• Execute buy/sell transactions of shares, bonds and other investment products for client accounts</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Proficient in English, oral and written</li><li>• Proficient with Microsoft Office Suite</li><li>• Organizational skills and ability to prioritize</li><li>• Ability to work under pressure</li><li>• Autonomy, initiative and attention to detail</li><li>• Good knowledge of daily market activity to provide information to clients</li><li>• Current knowledge of compliance issues published in internal bulletins</li><li>• Excellent phone and e-mail etiquette, delivering high standards of customer service</li><li>• Ability to balance time pressures and deadlines with conflicting demands</li><li>• 3 to 5 years' experience in the financial sector</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>• High School Diploma</li><li>• The completion of the Canadian Securities Course and Conduct and Practice Handbook</li><li>• Licensed as a Registered Representative (RR) or an Investment Representative (IR) with IIROC</li></ul>