



<b>Position Title</b>	<b>Associate</b>
<b>Location</b>	Calgary Eau Claire
<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> <p><b>** Resumes will not be considered if the applicant is not eligible for IR or RR licensing under IIROC **</b></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 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 products, procedures and policies of the Firm</li><li>• Notify Investment Advisor 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>• Relay information to Investment Advisor on new shares and bonds issues</li><li>• Monitor all pending transfers to ensure completion on a timely basis</li><li>• Maintain appointment agenda for Investment Advisor</li><li>• Have cheques issued for client accounts</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><li>• Manage a variety of projects independently</li><li>• Ability to receive direction on a multitude of duties</li><li>• Ability to prioritize daily tasks</li><li>• Ability to deal with varying personalities of internal and external clients</li></ul>

- Organizational and administrative skills required to perform activities with varying degrees of priority
- Ability to successfully multi-task
- Strong communication skills (oral and written)
- Superior time-management skills
- Work with little supervision
- Strong Microsoft Office skills
- Salesforce experience an asset

**Education**

- High School Diploma
- The completion of the Canadian Securities Course and Conduct and Practice Handbook
- Registered as Investment Representative (IR) with IIROC