RICHARDSON GMP

Position Title	**Investment Advisor – National Partnership Office**
Location	Calgary
Reporting To	Lead National Partnership Office Advisor
Job ID	NPO - 002

Position Overview

The Investment Advisor will service an existing portfolio of Richardson GMP clients who are looking for low-cost investments and advice under the National Partnership Office platform.

The Investment Advisor will be moving existing Richardson GMP clients to the National Partnership Office, providing investment advice in a systematic way and working to reduce risk through proper documentation of KYC information and client interactions.

Marketing and sales is required but not a focus of this role. Client-management processes are critical to maintain.

Duties and Responsibilities

- Provide support to IA teams looking to move clients to the Partnership platform through communication, client tools and advice
- Engage clients to update their KYC by understanding their previous investment experience, risk and return objectives and financial constraints
- Recommend suitable investment solutions within the Partnership Office platform that are in line with the clients KYC profile
- Develop and maintain client relationships through regular contact while providing value added information, advice and recommendations
- Understand the underlying holdings within the Simplicity Portfolio’s and explain the details to clients
- Identify clients that may not be a good fit with RGMP and politely support them in transferring their accounts to another institution
- Understand the inherent compliance risks and minimize potential regulatory issues through thorough documentation of client communication and attention to detail
- Ensure that clients are aware of the benefits of online access and eDelivery
- Work effectively in a team based environment with one common goal

Qualifications

- A track record of prompt and efficient service to clients
- Time management, organization skills and attention to detail
- Excellent interpersonal/relationship building skills to foster strong, positive and trusting client relationships
- Knowledge of investment products and services
- Proficient in Microsoft Office Suite – specifically Word and Excel
- Knowledge of Maximizer
- Proficient in English and French, written and verbal

Education

- University degree or College diploma in Finance preferred
- Registered Representative (RR) license with IIROC