RICHARDSON GMP

Position Title — **Associate**

Location — Edmonton

Reporting To — Branch Management

Position Overview — To provide support to a high net worth investment management team. The Associate will work closely with the Investment Advisor to manage client service, and engage with business operations.

Duties and Responsibilities

- Support the Investment Advisor in general administrative duties in the management of client accounts
- Systemize and automate all workflow within the practice
- Manage the sales process for potential clients
- Establish, manage and assist with client relationships
- Manage team schedules and prepare presentation materials for all client meetings
- Support the Investment Advisor in preparing Investment Proposals
- Send meeting notes and action items after all client meetings
- Assist the Investment Advisor in collecting data from clients to create financial plans
- Request information and documentation from clients in order to open accounts and keep client files up to date
- Maintain administrative liaison with the different operations departments
- Act as contact person for clients concerning products, procedures and policies
- Notify Investment Advisor of redemptions and reimbursements etc.
- Manage open orders
- Monitor all pending transfers to ensure completion on a timely basis
- Prepare tax and client reporting packages
- Ensure compliance to both industry and corporate rules and guidelines

Qualifications

- Excellent communication skills and ability to work within a team
- Proficient with Microsoft Office Suite
- Organizational skills and ability to prioritize
- Autonomy, initiative and attention to detail
- Knowledge of daily market activity to provide information to clients
- Excellent phone and e-mail etiquette, delivering high standards of customer service
- Ability to balance time pressures and deadlines with conflicting demands
- Minimum 2 years of experience in the financial sector

Education

- College diploma or University degree in business, commerce or related field(s) an asset
- Registered as an Investment Representative with IIROC
- CSC & CPH
- Insurance license and CFP an asset