RICHARDSON GMP

Position Title	**Associate Investment Advisor**
Location	Edmonton
Reporting To	Branch Management
Job ID	EDM - 003
Position Overview	To provide support to a high net worth investment advisor team. The Associate Investment Advisor will assist with business development and planning, work closely with the Investment Advisor to manage client service, and engage with business operations.

Duties and Responsibilities

BUSINESS DEVELOPMENT & PLANNING

- On-line resources – website, LinkedIn, newsletter, blog, social media
- Network and identify potential clients
- Manage the sales process for potential clients
- Develop and present proposals to potential clients
- Build partnerships / market to centers of influence
- Create sales tools

CLIENT SERVICE

- Establish, manage and assist with client relationships and client experience
- Build and monitor comprehensive financial plans/projections for clients
- Rebalance portfolios to stay in line with targets
- Educate clients about investment philosophy and strategy
- Prepare presentation material for all client meetings
- Conduct quarterly reviews and in person periodic reviews as required
- Manage open orders
- Assist in security selection
- Maintain client confidence and protect operations by keeping information confidential

BUSINESS OPERATIONS

- Ensure compliance to both industry and corporate rules and guidelines
- Assess overall team performance against objectives
- Represent the team at events, conferences, etc.
- Seek professional development opportunities

Qualifications

- Excellent communication skills and ability to work within a team
- Autonomy, initiative and intense attention to detail a requirement
- Ability to focus, prioritize, and adhere to timelines
- Experience in the financial sector may be an asset

Education

- College diploma or University degree in business, commerce or related field(s)
- Registered as a Registered Representative with IIROC would be an asset
- Canadian Securities Course (CSC) & Conduct and Practice Handbook (CPH) would be an asset
- Insurance license and Certified Financial Planner an asset