



**Position Title**                    **Receptionist/Branch Assistant**

**Location**                            **Edmonton**

**Reporting To**                    Branch Management

**Position Overview**            The Receptionist's role is to provide administrative support to the branch and display a professional manner when dealing with the investment advisors, their team members and clients.

**Duties and Responsibilities**    Reception functions:

- Receive, greet and direct calls and clients
- Coordinate branch and client meetings
- Set up boardrooms
- Order food for meetings
- Order kitchen supplies and monitor inventory
- Office and kitchen maintenance

Administrative functions:

- Assist the Branch Management team with duties as required

Branch Functions:

- Accounts payable
- Act as back-up for cage functions (receiving and processing cheques and certificates deposits)
- Building maintenance correspondence

**Qualifications**

- The completion of the Canadian Securities Course and Conduct and Practice Handbook would be an asset
- 1-3 years working experience
- Experience in the Finance industry
- Eager to learn new skills and adapt to a changing working environment
- Operations familiarity within the brokerage industry
- Familiarity with commonly used programs such as Dataphile
- Strong Microsoft Office Suite skills
- Strong communication and interpersonal skills
- Works well on a team
- Detail oriented
- Organizational skills