



Position Title	Associate
Location	Mississauga
Reporting To	Branch Management
Position Overview	<p>To provide support to a high net worth, discretionary investment management team. The Associate will be responsible for the reporting, analysis and daily administration on the investment book as well as client service in general.</p>
Duties and Responsibilities	<ul style="list-style-type: none">• Support the Investment Advisor in general administrative duties in the management of client portfolios• Responsibility for implementing a discretionary investment strategy under the direction of the Portfolio Manager including rebalancing and allocation of new money• Oversee the rebalancing of accounts in adherence to Investment Policy Statements• Follow up on client trades to ensure proper settlement and delivery• Reconcile pending transfers to ensure accurate completion and recordkeeping• Monitor and manage cash management needs to ensure funds are in place for client requirements and administration of fees• Support the Investment Advisor by preparing client reviews and presentations• Provide search analysis of the mutual fund universe to specified criteria• Maintain administrative liaison with various departments to ensure accuracy of investment related records, including distributions and tax-related adjustments• Issue client friendly communication and updates on relevant investment topics or securities• Liaise with clients on portfolio reviews, updates and recommendations• Notify Investment Advisor of tender offers, redemptions and reimbursements etc.• Execute buy/sell transactions of shares, bonds and other investment products for client accounts on both an individual and block trade basis
Qualifications	<ul style="list-style-type: none">• Proficient in English, oral and written• Proficient with Microsoft Office Suite• Portfolio management tools such as Dataphile, Toogood• Experience with client relationship manager system• Organizational skills and ability to prioritize• Ability to work under pressure• Autonomy, initiative and attention to detail• Knowledge of daily market activity to provide information to clients• Knowledge of tax preferred vehicles and related limits, regulations etc.• Current knowledge of compliance issues published in internal bulletins• Excellent phone and e-mail communication, delivering high standards of proactive customer service• Ability to balance time pressures and deadlines with conflicting demands• 3 to 5 years' experience in the financial sector at minimum
Education	<ul style="list-style-type: none">• High School Diploma• Post-secondary education in a related discipline would be an asset• The completion of the Canadian Securities Course and Conduct and Practice Handbook• Investment Representative (IR) or Registered Representative (RR) with IIROC