



Position Title Associate

Location Mississauga

Reporting To Branch Management

Position Overview To provide support to a progressive and industry leading, discretionary investment management team. The Associate will be responsible for supporting a high level of client service with oversight for client records and documentation, reporting, accounting and daily administration. They will also manage scheduling and client events.

- Duties and Responsibilities**
- Support the Investment Advisor and Associate Advisor in general administrative duties in the management of client portfolios and wealth planning advice
 - Maintain the client data base with all relevant coding, updates and reminders
 - Prepare client reviews and presentations
 - Schedule client review meetings and follow up with them on requests, updates and recommendations
 - Monitor and manage cash management needs to ensure funds are in place for client requirements and administration of fees
 - Maintain regular client reporting and reconcile any accounting inquiries
 - Manage account documentation and oversee new accounts and asset transfers
 - Responsibility for trade execution under the direction of the Portfolio Manager including rebalancing and allocation of new money. May include bulk trades
 - Follow up on client trades to ensure proper settlement and delivery
 - 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

Qualifications

- 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 and maintain accuracy
- 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

- 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 are essential
- Investment Representative (IR) or Registered Representative (RR) with IIROC