



Position Title	Administrative Assistant
Location	Montréal, Québec
Reporting To	Branch Management
Position Overview	To provide support to an investment management team. <u>Bilingual position requiring excellent knowledge of French and a good knowledge of English.</u>
Duties and Responsibilities	<ul style="list-style-type: none">• Support the team in general administrative duties in the management of client accounts• 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• Type memos, letters and documents to ensure completion on a timely basis• Have checks issued for client accounts• Current knowledge of compliance issues published in internal bulletins• Manage appointment agenda for team members• Maintain follow-up of administrative operations to insure proper settlement of demands by informing the proper departments and taking necessary measures when required
Qualifications	<ul style="list-style-type: none">• <u>Proficient French, oral and written mandatory.</u>• Good knowledge of spoken English (written an asset; head-office in Toronto)• Knowledge of Microsoft Office Suite• Organizational skills and ability to prioritize• Ability to work under pressure• Autonomy, initiative and attention to detail• Excellent phone and e-mail etiquette, delivering high standards of customer service• Ability to balance time pressures and deadlines with conflicting demands• Experience in the financial sector an asset
Education	<ul style="list-style-type: none">• High School Diploma• Canadian Securities Course (CSC) not required for this position