



**Position Title**            **Branch Administrator**

**Location**                    North York, ON

**Reporting To**              Branch Manager

**Position Overview**

The Branch Administrator fulfils a leadership role in the branch providing operational and administrative support to the Branch Manager and Investment Advisor teams in the branch. In addition, to managing client account activities and ensuring compliance standards are met, the Branch Administrator fulfils a diverse role which includes managing branch staff, liaising with internal departments, providing software and process related training, supporting human resources functions such as recruitment and employee relations and managing the branch facilities and equipment.

**Duties and Responsibilities**

- Implement Branch Manager's directives and ensure branch is efficiently and effectively managed
- Assist Branch Manager in maintaining customer service standards
- Implement policies and procedures
- Communicate operational and compliance processes
- Ensure that new teams receive all the support they need and that transitions are done professionally and smoothly
- Supervise support staff and conduct monthly meetings
- Participate and contribute to Branch Administrator calls
- Share best practices

**Qualifications**

- Proficient in English, oral and written.
- Canadian Securities Course and Conduct and Practice Handbook Course completed, IIROC licensed preferred
- Minimum 3 years experience in a full service brokerage industry
- Minimum 3 years as a licensed Sales Assistant
- Organizational and management skills
- Communication skills
- Ability to work efficiently, multi task and maintain professionalism in high pressure environments.