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| Position Title | Associate Investment Advisor |
| Location | Oakville |
| Reporting To | Branch Management |
| Position Overview | <p>To provide support to a high net worth investment advisor team. The Associate Investment Advisor will be responsible for administration, producing reports and analyzing client portfolios.</p> |
| Duties and Responsibilities | <ul style="list-style-type: none">• Support the Investment Advisor in general administrative duties in the management of client accounts• Support the Investment Advisor in preparing client reviews and presentations• Request information and documentation from clients in order to open accounts and keep client files current• Maintain administrative liaison with operations departments• Type memos, letters and documents. Prepare and manage periodic mass mailings to existing and potential clients• Notify Investment Advisor of tender offers, redemptions and reimbursements etc.• Provide current price quotation to clients referring to quote services and trading desk personnel• Follow up on client trades to ensure proper settlement and delivery by informing the appropriate departments to take the necessary measures• Relay information to Investment Advisor on new shares and bonds issues• Monitor all pending transfers to ensure completion on a timely basis• Maintain appointment agenda for Investment Advisor• Have cheques/EFTs issued for client accounts• Execute buy/sell transactions of shares, bonds and other investment products for client accounts |
| Qualifications | <ul style="list-style-type: none">• Proficient in English, oral and written• Proficient with Microsoft Office Suite, Dataphile proficiency an asset• Organizational skills and ability to prioritize• Ability to work under pressure• Autonomy, initiative and attention to detail• Good knowledge of daily market activity to provide information to clients• Current knowledge of compliance issues and CRM2 initiatives• Excellent phone and e-mail etiquette, delivering high standards of customer service• Ability to balance time pressures and deadlines with conflicting demands• 3 to 5 years experience in the financial sector |
| Education | <ul style="list-style-type: none">• College diploma or University degree• Registered as a Registered Representative with IIROC, CFP, Financial Planning |