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| Position Title | Associate |
| Location | Oakville |
| Reporting To | Branch Management |
| Position Overview | <p>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.</p> |
| Duties and Responsibilities | <ul style="list-style-type: none">• 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 request, 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 accounting inquiries• Manage account documentation and oversee new accounts and asset transfers• Responsibility for trade execution under 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 | <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 preferred |
| 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 |