



<b>Position Title</b>	<b>Associate</b>
<b>Location</b>	Pointe-Claire
<b>Reporting To</b>	Branch Management
<b>Job ID</b>	PC - 001
<b>Position Overview</b>	<p>To provide support to a high net worth investment management team. The Associate will be responsible for reporting and analysis.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Support the Investment Advisors in general administrative duties in the management of client accounts</li><li>• Support the Investment Advisors in preparing client reviews and presentations</li><li>• Request information and documentation from clients to open accounts and keep client files up to date</li><li>• Maintain administrative liaison with the different operations departments</li><li>• Act as contact person for clients concerning products, procedures and policies of the Firm</li><li>• Notify Investment Advisors of tender offers, redemptions and reimbursements etc.</li><li>• Provide current price quotation to clients referring to quote services and trading desk personnel</li><li>• Execute buy/sell transactions of shares, bonds and other investment products for client accounts</li><li>• Follow up on client trades to ensure proper settlement and delivery</li><li>• Relay information to the Investment Advisors on new shares and bonds issues</li><li>• Monitor all pending transfers to ensure completion on a timely basis</li><li>• Maintain appointment agenda for Investment Advisor</li><li>• Track team business expenses and create expense reports</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Proficient in English &amp; French, oral and written</li><li>• Proficient with Microsoft Office Suite</li><li>• Organizational skills and ability to prioritize</li><li>• Ability to work under pressure</li><li>• Autonomy, initiative and attention to detail</li><li>• Good knowledge of daily market activity to provide information to clients</li><li>• Current knowledge of compliance issues</li><li>• Excellent phone and e-mail etiquette, delivering high standards of customer service</li><li>• Ability to balance time pressures and deadlines with conflicting demands</li><li>• 3 to 5 years experience in the financial sector</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>• Post-Secondary education</li><li>• The completion of the Canadian Securities Course and Conduct and Practice Handbook</li><li>• Eligible for licensing as an Investment Representative (IR) or Registered Representative (RR) with IIROC</li></ul>