



Position Title **Administrative Assistant**

Location Toronto

Reporting To Branch Management

Position Overview To provide administrative support to an Investment Management Team.

Duties & Responsibilities

- Prepare documentation to open accounts & keep client files up to date
- Assist in running reports and preparing meeting packages
- Assist in booking meetings and setting up conference calls
- Process & track account transfers to ensure timely completion
- Administrative duties in the management of client accounts
- Prepare and maintain a Procedures Manual for their responsibilities
- Work with Operations Departments to ensure client service
- Keep current with changes in Operations systems and procedures
- Notify Associate/ Investment Advisor of reorg/ optional dividend notices
- Issue and deposit cheques to client accounts
- Prepare and mail Quarterly Progress Reports to clients
- Answer telephone calls and ensure client service
- Assist in monthly or yearly mailings to clients
- Assist in tracking client preferences
- Assist the team in running varies daily or monthly internal reports for review

Qualifications

- Initiative, attention to detail, diligent, good follow-through
- Ability to prioritize daily tasks
- Works well individually with minimal supervision & as part of a team
- Enjoys being well organized and maintaining systems
- Dedication to delivering high standards of customer service
- Interest in the financial sector an asset
- Proficient in English, oral and written
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Ability to easily learn computer systems
- Will need to complete a Kolbe Test
- Dataphile experience in running reports