RICHARDSON GMP

Position Title	**Associate**
Location	Toronto
Reporting To	Investment Advisor Team and Branch Management
Job ID	TOR - 015
Position Overview	To be an active team member of a large high net-worth holistic wealth management group. The Associate will be responsible for reporting, analysis and supporting the team and the lead Investment Advisor.

Duties and Responsibilities

- Support the Investment Advisor in general administrative duties in the management of client accounts
- Support the Investment Advisor prepare client reviews and presentations
- Request information and documentation from clients in order to open accounts and keep client files up to date
- Maintain administrative liaison with the different operations departments
- Type memos, letters and documents. Prepare and manage periodic mass mailings to existing and potential clients
- Act as contact person for clients concerning products, procedures and policies of the Firm
- Provide current price quotation to clients referring to quote services and trading desk personnel
- Help with Wealth Planning and Liaison with the Estate & Tax Planning Group
- 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 issued for client accounts
- Execute buy/sell transactions of shares, bonds and other investment products for client account

Qualifications

- 3 to 5 years' experience on an Investment Advisor Team or equivalent
- Proficient in English, oral and written
- Organizational skills and ability to prioritize
- Excellent client interaction skills
- 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 published in internal bulletins
- Excellent phone and e-mail etiquette, delivering high standards of customer service
- Ability to balance time pressures and deadlines with conflicting demands
- Interest and experience on the Wealth Planning side an asset
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Experience with Dataphile and or Croesus and Maximizer(Client Relationship Management) would be an asset. Ability to easily learn computer systems

Education

- University Degree
- The completion of the Canadian Securities Course and Conduct and Practice Handbook is a must. Completion of other CSC courses or working towards is an asset
- Registered as Investment Representative (IR) with IIROC