RICHARDSON GMP

**Position Title** **Associate**

**Location** Toronto

**Reporting To** Branch Management

**Position Overview** To provide support to a high net worth investment management team. The Associate will be responsible for reporting and analysis.

**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
- Assist the Investment Advisor in collecting data from clients to create financial plans
- Manage the team's website with current information and assist with marketing initiatives utilizing prospecting online tools
- 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
- 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
- Monitor all pending transfers to ensure completion on a timely basis
- Execute buy/sell transactions of shares, bonds and other investment products for client accounts as required

**Qualifications**

- Proficient in English, oral and written
- Proficient with Microsoft Office Suite
- 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
- 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
- 3 to 5 years' experience in the financial sector preferred

**Education**

- 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