



Position Title	Associate
Location	Toronto
Reporting To	Branch Management
Job ID	TOR - 014
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	<ul style="list-style-type: none">• Support the Investment Advisor in general administrative duties in the management of client accounts• Support the Investment Advisor prepare client reviews and presentations• Manage the team's website with current information and assist with marketing initiatives utilizing prospecting online tools• 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• Execute buy/sell transactions of shares, bonds and other investment products for client accounts as required• Run, monitor and trade stock models• Rebalance client accounts• Create and maintain working binder on current investments, focus on correlations and performance• Create tax packages for clients with their accountants
Qualifications	<ul style="list-style-type: none">• 3 to 5 years' experience in the financial sector• Proven experience of discretionary stock model trading• Ability to research investment ideas for continual improvements• 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• General knowledge of CPMS software is an asset
Education	<ul style="list-style-type: none">• University Degree, (preference to Business or Finance related fields)• The completion of the Canadian Securities Course (CSC) and Conduct and Practice Handbook Course (CPH) and the Wealth Management Essentials (WME) Licensed as Investment Representative (IR) or Registered Representative (RR) with IIROC• CIM and/or CFA preferred