



Position Title **Marketing Compliance Manager**

Location Toronto

Reporting To Vice President, Marketing

Job ID MKT - 010

Position Overview The Marketing Compliance Manager is responsible for the review and approval of marketing and advertising materials as per IIROC and other industry regulations as well as Richardson GMP's policies and brand consistency. Additionally, this role will contribute to the writing and review of corporate marketing communications.

- Duties and Responsibilities**
- Approval of all Advisor teams' marketing materials along with Branch Management
 - Approval of all digital marketing in online application portals
 - Proofread materials for grammatical and spelling errors
 - Ensure brand consistency in all Advisor Team and some corporate marketing materials
 - Following up with Advisor teams to explain issues and offer alternatives when available
 - Support corporate marketing by writing, editing as needed
 - Filing of approvals and generating reports
 - Support the Marketing team in other projects as needed

- Qualifications**
- At least 5 years experience in a financial marketing compliance role
 - Excellent English communication skills, written and verbal
 - Able to work under pressure and manage multiple projects at once and in a timely manner
 - Must have a keen eye for detail
 - Strong administrative and organization skills for approval filing and reporting
 - Must be proficient in Microsoft applications (Excel, Word and PowerPoint)
 - Ability to learn how to use new applications including the Advisor website system and advanced email dashboard for approvals
 - Microsoft SharePoint experience an asset
 - Team player, customer focused, results oriented
 - Proactive problem solver who can suggest potential solutions to compliance issues
 - Social media knowledge and experience
 - Bilingual in both English and French an asset

- Education**
- University or college degree