



Position Title **Assistant Branch Administrator (Maternity Leave)**

Location Vancouver Branch

Reporting To Branch Management

Position Overview This contract Assistant Branch Administrator role is to provide administrative support to the Branch Administrator and Branch management team and to display a professional manner when dealing with the investment advisors, their team members and clients. Candidate must be IIROC (IR) licensed.

- Duties and Responsibilities**
- Review KYCs/related documentation for completeness
 - Handle employee supervision reports
 - Coordinate any new OBA filings with Registrations
 - Minute taking for branch and management meetings
 - Assist reception with coordinating building facilities maintenance
 - Assist Branch Management team as required
 - Review branch invoices
 - Assist with basic IT troubleshooting/setups
 - Administer the branch house accounts
 - Back up for cage

- Qualifications**
- Proficient in English, oral and written
 - Proficient with Microsoft Office Suite
 - Organizational skills and ability to prioritize
 - Autonomy, initiative and attention to detail
 - Excellent phone and e-mail etiquette
 - Ability to work efficiently, multi task and maintain professionalism in a high pressure environment
 - Experience in the financial sector
 - Experience using Dataphile

- Education**
- Licensed as an Investment Representative
 - Canadian Securities Course (CSC)
 - Conduct and Practices Handbook (CPH)
 - Investment Representative Training (IRT)