



RAYMOND JAMES®

ASSISTANT BRANCH ADMINISTRATOR

Vancouver, BC
Job Posting # 16-118
December 6, 2016

Raymond James Ltd. is seeking an Assistant Branch Administrator to work in our Vancouver flagship branch. Raymond James Ltd. is one of Canada's leading independent investment dealers offering high quality investment products and services to Canadians seeking customized solutions to their wealth management needs.

The primary role of Assistant Branch Administrator is to provide operational and administrative support to the Management team and ensure the branch is managed efficiently and effectively. The individual will assist in the implementation of branch directives and ensure that a high level of service quality is evident in all aspects of day-to-day operations. The role requires previous experience as a licensed Sales Assistant in the Investment Industry.

Specifically you will:

- Be involved in preparing and reviewing daily branch reports, client correspondence and taking ownership of project work;
- Act as a Branch reference regarding operational policy & procedures, workstation applications and IT issues;
- Coordinate with branch marketing initiatives including client appreciation events, mailings, website development/maintenance and social media;
- Foster and support client relationships by liaising with clients, responding to requests and proactive problem solving;
- Enter trades, including stocks, bonds, and mutual funds as required;
- Open accounts and manage documentation requirements as well as update accounts and create portfolio reviews as required;
- Support the Branch Administrator & Assistant Branch Manager with general office administration;
- Other duties as assigned.

To qualify for this opportunity you possess:

- 3 or more years' experience in the Investment Brokerage or Financial Services Industry;
- Investment Representative licensing is a requirement for this position;
- Excellent verbal and written communication skills;
- Excellent proficiency with MS Office particularly Word, Excel, PowerPoint and Outlook;
- Exceptional problem solving skills;
- Ability to work effectively both independently and within a team environment;
- Excellent work commitment and willingness to accept additional responsibilities;
- Ability to prioritize, multitask, work within time constraints and follow-up;
- Well-developed interpersonal skills and the ability to handle confidential information with tact and discretion.



This is a full-time position with a competitive compensation and benefits package.

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting # 16-118** to:

Human Resources
Raymond James Ltd.
2100 – 925 West Georgia Street
Vancouver BC V6C 3L2
E-mail: resumes@raymondjames.ca

This posting will remain open until a qualified candidate is hired.

To be considered for employment candidates will be required to provide proof of citizenship, permanent residency or eligibility to work in Canada with no restrictions. We require applicants to complete a background verification process prior to commencing employment with the company, including but not limited to a credit and criminal record check. Employment is contingent on the satisfactory completion of a pre-employment background check.

We sincerely thank all applicants who express an interest in this role: only those being directly considered will be contacted.

Raymond James Ltd. recognizes the value of a diverse workforce and appreciates the unique skills and special contribution of each employee. We are committed to accessibility for candidates through all stages of the recruitment process. Should you require accommodation, please contact Human Resources via email at resumes@raymondjames.ca.