



RAYMOND JAMES®

OPERATIONS & ADMINISTRATIVE TEAM MEMBERS TEMPORARY OPPORTUNITIES

VANCOUVER, BC
Job Posting # 17-000

Are you interested in flexible work in a professional business environment? Recently retired? Interested in occasional work for vacation coverage or short term projects?

Raymond James Ltd. is currently seeking experienced service, operational or administrative professionals who would enjoy not having a full-time commitment, and are open to temporary work assignments for our downtown Cathedral Place office. After an initial introduction, testing and training with the team, you may be called from time to time to come in for a day, a week or a month. You decide whether to accept and if the timing works for you. Our team needs are often for earlier hours, such as 6:30 or 7am, but not always.

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.

Successful candidates must be dependable, flexible, resourceful, self-motivated, a team player and have an excellent work commitment and willingness to accept additional responsibilities. The ability to work within deadlines while maintaining a high level of customer service and attention to detail is essential. Duties will include data-entry, scanning and general administrative duties.

To qualify for this opportunity you possess:

- Minimum 5 years of experience in a service, operational, or administrative role;
- Comfortable with working in an office environment;
- Open to receiving instructions and feedback;
- A predisposition for attention to detail;
- Superior customer service skills;
- Excellent verbal and written communication skills;
- Ability to work in a team environment and demonstrate a professional and friendly manner;
- Excellent proficiency with MS Word, Excel and Outlook;
- Ability to prioritize and effectively manage time;
- Flexibility and willingness to assist others as required;
- Experience in the securities industry is a definite asset;
- Previous experience using Dataphile is a definite asset.

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting #17-000 to:**

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

This posting accepts applications on an ongoing basis.

If you are looking for full time or permanent work, this opportunity is not for you. Raymond James Ltd. has other job opportunities posted at http://www.raymondjames.ca/en_ca/our_company/careers/.



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.