

RAYMOND JAMES®



FINANCIAL ADVISOR ASSISTANT

VICTORIA, BC
Job Posting #17-032
April 25, 2017

Are you looking to get your foot in the door in the financial services industry? **Chris Raper & Associates of Raymond James Ltd.** is looking for a Financial Advisor Assistant.

Located in Victoria, BC, **Chris Raper & Associates** is known for its can-do attitude and culture of promoting from within – in fact, most of the senior people on the team started at this entry level position. This cohesive team, which refers to itself as **“the most proactive wealth advisory team on Planet Earth!”**, caters to entrepreneurially-minded and blue collar business owner clients, delivering consistent results via their trademarked proprietary investment process, **The Dividend Value Discipline™**. You can learn more at www.chrisraper.com.

The position is fast-paced, dynamic, and straddles the client service and administration spheres. Specifically, you will:

- Administer and prepare investment performance and tax reporting;
- Prepare, distribute and process client documentation;
- Receive incoming telephone calls;
- Respond to and follow-up on inquiries from clients and co-workers in a timely and efficient manner;
- Edit and distribute client communications and marketing materials;
- Update the client database;
- Other duties as assigned.

To qualify for this opportunity you possess:

- A post-secondary education or an equivalent combination of experience and education;
- Excellent proficiency with MS Office, particularly Word and Excel;
- Excellent verbal and written communication skills;
- A positive attitude and genuine commitment to client service;
- Exceptional problem solving skills;
- Meticulous attention to detail;
- Proven ability to multi-task within a deadline driven environment;
- An entrepreneurial mindset with self-starter attributes;
- A friendly and professional manner.

Chris Raper & Associates team members buy into the work hard, play hard mindset. Autonomy grows with experience and responsibility. Monthly socials and an annual team trip are part of the fabric, and the successful applicant will have the opportunity to participate in their in-house profit sharing plan. As a potential culture carrier, you will be expected to embrace and live out the team's [code of ethics](#).

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.

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



Application Instructions

Qualified applicants are requested to e-mail a resume and cover letter to Larissa Ruditsch, quoting the position to larissa.ruditsch@raymondjames.ca.

To be considered, we ask that you contact us at 250-405-2419 to confirm receipt of your application.

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.