

## ASSET MANAGEMENT SERVICES ADMINISTRATOR

VANCOUVER, BC  
Job Posting # 17-068  
March 15, 2017

Raymond James Ltd. is seeking an Asset Management Services Administrator to work in our downtown Vancouver office. 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 Asset Management Services Administrator will report directly to the Manager, Asset Management Services and will be responsible for the accurate stewardship of clients' fee-based assets, contributing to the goal of increasing fee-based assets and revenues. In addition, this position will provide exceptional communication and servicing to our Financial Advisors.

Specifically you will:

- Review and process managed account client agreements;
- Set up new accounts for fee billing purposes;
- Process client fees and maintain the management fee billing system;
- Create and maintain quarterly statements for managed account programs;
- Allocate trades for equity, fixed income, ETF and mutual fund models for discretionary accounts;
- Reconcile trades and transactions for portfolio management systems;
- Calculate and report monthly performance returns for the SMA platforms;
- Review and/or proofread manager commentary for quarterly marketing profiles;
- Assist with a variety of other administrative duties related to all fee-based platforms;
- Other duties as assigned.

To qualify for this opportunity you possess:

- Post-secondary education;
- Minimum 2 years of industry related experience;
- Completion of the Canadian Securities Course (CSC) is a definite asset;
- Familiarity with Dataphile, Croesus, or a similar service provider is an asset;
- Excellent proficiency with MS Office particularly Word, Excel, PowerPoint, Access and Outlook;
- Excellent verbal and written communication skills;
- Superior analytical and problem solving skills;
- A predisposition to pay attention to detail;
- Excellent customer service skills;
- Ability to work in a team environment and demonstrate a professional and friendly manner;
- Flexibility and willingness to assist others as required;
- Ability to prioritize and effectively manage time.

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

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting # 17-068** by March 31, 2017 to:

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



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](mailto:resumes@raymondjames.ca).