

## FINANCIAL ADVISOR ASSISTANT

Victoria, BC  
Job Posting # 17-072  
April 19, 2017

Raymond James Ltd. is seeking a Financial Advisor Assistant to work in our Victoria 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.

Drawing on previous experience in an administrative role, you will be responsible for providing support to the Financial Advisor and outstanding service to clients. You must be a self-motivated individual with exceptional administrative skills and have dependable and friendly nature.

Specifically you will:

- Process and follow up on security transactions and transfers;
- Handle incoming and outgoing telephone calls with clients;
- Respond to requests for information;
- Prepare correspondence and reports;
- Service clients' general day-to-day requests;
- Maintain Financial Advisor files;
- General office duties.

To qualify for this opportunity you possess:

- Minimum 3 years of industry related experience;
- Post-secondary education;
- Successful completion of the Canadian Securities Course and Conduct and Practices Handbook is an asset;
- Excellent proficiency with MS Office particularly Word, Excel, PowerPoint and Outlook;
- Experience with Dataphile and Thomson One is an asset;
- Excellent verbal and written communication skills;
- A positive attitude;
- Professionalism;
- The ability to keep information confidential;
- Ability to work in a team environment and demonstrate a professional and friendly manner;
- Flexibility and willingness to assist others as required.

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

There is the potential for advancement over time. We are a growing business unit within Raymond James Ltd. and are a cohesive team who support one another. To learn more about the team and company, please visit [www.doreywealth.com](http://www.doreywealth.com)

Qualified applicants are requested to send their cover letter and resume by April 28, 2017 to April Dorey at [april.dorey@raymondjames.ca](mailto:april.dorey@raymondjames.ca).

Additionally, **we ask that all candidates telephone our office at 250.405.2429 to confirm receipt of their application.** We thank all candidates for their interest and advise that only those under consideration will be contacted.



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).