



RAYMOND JAMES®

BRANCH ADMINISTRATOR

VICTORIA BC

Job Posting # 17-138

September 5, 2017

Raymond James Ltd. is seeking a qualified Branch Administrator 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.

The primary role of the Branch Administrator is to assist the Branch Manager (BM) to ensure the Raymond James office is managed efficiently & effectively. The BA is responsible for all day to day branch operations, providing operational and administrative support to BM, Financial Advisors and Sales Assistants, a leadership role for all branch support staff, and acting as liaison between the branch and home/back office.

Specifically you will:

- A. Support RJL and BM in achieving business objectives;
 - Support National Sales/Private Client Group Admin/Head Office campaigns and initiatives;
 - Expense management;
 - Branch profitability;
- B. Provide high quality customer service in all interaction with branch staff and internal/external clients;
 - Support the BM in maintaining customer service standards and effective office management;
 - Act as liaison with internal departments and external vendors/suppliers on behalf of the branch;
 - Act as Branch reference regarding operational policy/procedures, workstation applications and tech issues;
- C. Be knowledgeable of and adhere to professional practices/standards and internal processes and controls, as outlined in the Policy & Procedures Manual;
 - Be knowledgeable of and comply with RJL and Industry Codes of Conduct and with securities laws and regulations
 - Ensure all internal audit and controls are adhered to regarding cheque disbursements and deposits, securities receipt and withdrawals
 - Handle and assist with all premises issues
 - Participate in training opportunities to remain up-to-date on skills, knowledge, policies and processes
- D. Contribute to the success of the Branch through personal and team commitment; and
 - Share knowledge with peers and staff and call upon others' knowledge and experience as required;
 - Ensure all policy, procedure & compliance notices are communicated to branch staff and a copy maintained on file for audit purposes;
 - Provide guidance to branch staff on new employee documentation, benefits and payroll issues, liaising with Human Resources and Finance Department as required;
 - Provide training and on-site support to Branch staff as required;
 - Coordinate the Performance Evaluation process for Branch staff;
- E. Other duties as assigned.



To qualify for this opportunity you possess:

- Minimum 3-5 years' experience in the Investment Brokerage or Financial Services Industry;
- Diploma or degree or an equivalent combination of experience education, and/or training;
- Successful completion of the Canadian Securities Course as well as the Conduct and Practices Handbook;
- Previous Supervisory or Management experience is an asset;
- Excellent written and verbal communication skills;
- Excellent proficiency with MS Word, Excel, Outlook;
- Well-developed interpersonal skills and the ability to handle confidential information with tact and discretion;
- Ability to organize, manage and track multiple detailed tasks and assignments with frequently changing priorities in a fast-paced work environment;
- Ability to effectively manage time;
- Exceptional client service skills;
- Excellent decision-making skills;
- Proactive thinking and excellent problem solving abilities;
- Ability to work effectively both independently and within a team environment;
- Ability to assume numerous roles and responsibilities;
- Strong organizational, multi-tasking and prioritizing skills;
- A predisposition to pay attention to detail;
- Flexible and willing to assist others as required; and
- Friendly and professional manner.

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting #17-138** by September 18, 2017 to:

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