

Branch Administrator, Wealth Management – Vancouver – Job # 3589

Summary

Through its principal subsidiaries, Canaccord Genuity Group Inc. (the “Company”) is a leading independent, full-service financial services firm, with operations in two principal segments of the securities industry: wealth management and capital markets.

Since its establishment in 1950, the Company has been driven by an unwavering commitment to building lasting client relationships. We achieve this by generating value for our individual, institutional and corporate clients through comprehensive investment solutions, brokerage services and investment banking services.

The Company has offices in 10 countries worldwide, including Wealth Management offices located in Canada, Australia, the UK, Guernsey, Jersey, and the Isle of Man. Canaccord Genuity, the international capital markets division, operates in Canada, the US, the UK, France, Ireland, Hong Kong, China, Singapore, Australia and Dubai. To us there are no foreign markets.™

Our Canadian operations are currently looking for a detail-oriented individual with exceptional multi-tasking and interpersonal skills to join their team in Vancouver as a Branch Administrator.

Responsibilities

- Handle day-to-day tasks of running the branch (i.e. meetings; Investment Advisor (IA) support; basic organization of the office);
- Handle all incoming phone calls for one of the Branch Managers;
- Provide necessary documentation to internal departments (i.e. Human Resources, Payroll and Continuing Education);
- Generally, work to improve the operational efficiency of the Head Office branch;
- Deal with client calls as they arise, both corporate and Wealth Management;
- Process and follow-up on client documentation for proper maintenance of accounts;
- Maintain the database of clients and prospects that use our website;
- Maintain confidential records for Branch Managers (i.e. Handle incoming mail and correspondence, draft up and email responses when necessary);
- Organize meetings and presentations;
- Interface with many departments within Canaccord Genuity for approvals/investigation and requests;
- Perform additional administrative duties as required.

Skills & Qualifications

- Completion (or in the process of completing) of CSC and CPH with a minimum of one to two years direct experience Well-rounded knowledge of brokerage industry;
- Intermediate to advanced Microsoft Office skills;
- Dataphile and Execlear experience is an asset;
- Professional, responsible and able to work independently;
- Detail-oriented with strong organizational skills;
- Demonstrated ability to meet deadlines and work effectively under pressure;
- Ability to work with employees and clients at all levels;
- Excellent communication and interpersonal skills.

Qualified applicants are invited to submit a resume and covering letter including salary expectations. All applications will be held in strict confidence. To apply, please [Click Here](#).

In order to be considered for employment at Canaccord Genuity, candidates selected for interviews will be required to show proof of citizenship, permanent residence or eligibility to work in Canada with no restrictions.

We wish to thank all candidates for their interest but only those applicants selected for an interview will be contacted. No phone calls please. Thank you for your understanding.