

Assistant Manager, Corporate Actions & Securities Services, Operations – Vancouver – # 3677

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, Australia and Dubai. To us there are no foreign markets.™

Our Canadian operation, Canaccord Genuity Corp., is currently looking for a motivated self-starter with excellent organizational, leadership and communication skills along with the ability to prioritize and manage a complex workload. The ideal candidate will have a strong working knowledge of Corporate Actions and Securities procedures garnered from hands-on experience working within the investment industry. The role is situated in our Vancouver office and reports to the Senior Manager of Corporate Actions and Securities Services. The Supervisors of both these teams will be your direct reports.

Responsibilities

- Through strong management & client service, work with the Senior Manager to develop a team that provides exemplary customer service to our brokers & clients;
- Oversee day to day activity of both teams. Provide tactical support as required and escalate issues to the Senior Manager;
- Work with the Supervisors to identify and initiate efficiency improvements in both teams;
- Assist the Senior Manager with implementation of strategic initiatives;
- Enhance and utilize statistical analysis to manage both business units;
- Liaise with the Supervisors to organize resources and prioritize workload according to volumes;
- Oversee the daily and monthly control account activity, seeking expeditious resolution to discrepancies;
- Monitor the service standard of custodians including participation of service review meetings;
- Prepare management and regulatory reports;
- Prepare investigation reports including operational loss report for management review and approval;
- Represent Canaccord Genuity on industry committees;
- Build strong relationships with your peers within Canaccord Genuity and the industry to aid in the smooth flow of business;
- Work with your Supervisors to develop and enhance staff capabilities through coaching and development;
- Participate in the staff performance review process;
- Set and adhere to personal objectives for yourself, your team and the department;
- Complete special projects as assigned.

Skills & Qualifications

- 5+ years of related supervisory or managerial experience;
- Well-rounded knowledge of all facets of Corporate Actions and the Securities industry in general;
- Good working knowledge of CDS and DTC;
- Exemplary customer service skills;
- Must be detail-oriented and possess excellent problem-solving skills;
- Demonstrated ability to meet deadlines and work under pressure while maintaining a keen attention to detail;
- Must be ambitious, hard-working, positive and adaptable to change;

- Excellent interpersonal skills;
- Excellent leadership skills;
- Broad-minded outlook;
- Strong MS Office skills (Word, Excel and Outlook);
- Knowledge of Dataphile an asset.

Canaccord Genuity Corp. welcomes and encourages applications from all qualified individuals including persons with disabilities. We will provide reasonable accommodations upon request for candidates taking part in all aspects of the recruitment and selection cycle.

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.