

FINANCIAL ADVISOR ASSISTANT

VICTORIA, BC

Job Posting #17-032

April 28, 2017

Are you looking for an exciting career change or to take the next step in your career? **Dorey Wealth Management Group of Raymond James Ltd.** is looking for a dynamic and qualified **Financial Advisor Assistant** to work in our Victoria office. Raymond James is one of Canada's leading full-service independent investment dealers offering high quality investment products and services to Canadians seeking customized solutions to their wealth management needs.

Remarkable service, well thought out financial advice and superior investment performance are the objectives of our team. We are professional and dedicated and show up to work every day with a positive attitude and the drive to grow our business. This position demands an intuitive, detail-oriented individual who is able to execute tasks in a timely manner. Working closely with other members of the team in an open office environment, you possess a strong work ethic and positive attitude that contributes to continued growth of our business at a fast pace. You can learn more at www.DoreyWealth.com

The position is fast-paced and involves both client service and administration with the opportunity to grow over time. Specifically, you will:

- Skillfully handle incoming and outgoing telephone calls;
- Respond to inquiries from clients and coworkers in a friendly and efficient manner;
- Prepare, distribute and process correspondence and reports;
- Service clients' general day-to-day requests;
- Maintain Financial Advisor files;
- Assist with other duties as assigned.

To qualify for this opportunity you possess:

- A post-secondary education or an equivalent combination of experience and education;
- Completion of the Canadian Securities Course and the Conduct and Practices Handbook or willingness to do so;
- Excellent verbal and written communication skills;
- Energetic, positive, quick-learning and adaptable nature;
- Genuine commitment to providing caring and courteous client service;
- Exceptional problem solving skills;
- Meticulous attention to detail;
- Proven ability to multi-task within a deadline driven environment;
- The ability to keep information confidential and remain professional;
- Excellent proficiency with computers, particularly MS Office;
- Professional; Progressive; Energetic;
- At ease working in a fast paced and very open team environment.

We are a growing business unit within Raymond James Ltd. and are a cohesive team who support one another. This is a full-time position with a competitive compensation and benefits package.



Application Instructions

Qualified applicants are requested to e-mail a resume and cover letter to April Dorey, quoting the position to april.dorey@raymondjames.ca

To be considered, we ask that you contact us at 250-405-2429 to confirm receipt of your application.

This posting will remain open until a qualified candidate is hired.

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.