



# RAYMOND JAMES®

## FINANCIAL ADVISOR ASSISTANT

Ottawa, ON  
Job Posting # 16-105  
October 4, 2016

Raymond James Ltd. is seeking a Financial Advisor Assistant to work in our downtown Ottawa 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 at least 2 years previous experience as an Administrative Assistant in a financial services firm, the candidate must have a meticulous attention to detail, possess a positive attitude and have exceptional interpersonal skills, as they will be dealing directly with clients. The successful candidate must also be responsible, self-motivated and a team player. This position will assist Financial Advisors whose focus is on excellence in client service.

Specifically you will:

- Process and follow up on security transactions and transfers;
- Handle incoming and outgoing phone calls with clients;
- Respond to requests for information;
- Prepare correspondence and reports;
- Service clients' general day-to-day requests;
- Foster and support client relationships;
- Maintain broker files and other general office duties as required;
- Other duties as assigned.

To qualify for this opportunity you possess:

- Minimum 2 years investment industry experience;
- Post-secondary education;
- Successful completion of the Canadian Securities Course as well as the Conduct and Practices Handbook;
- Excellent proficiency with Microsoft Office particularly Word, Excel, PowerPoint & Outlook;
- Excellent verbal and written communication skills;
- Strong organizational skills;
- Meticulous attention to detail;
- Ability to prioritize, multitask, work within time constraints and follow-up;
- Ability to work in a team environment and demonstrate a professional and friendly manner.

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

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting # 16-105** to:

Human Resources  
Raymond James Ltd.  
2100 – 925 West Georgia Street  
Vancouver BC V6C 3L2  
E-mail: [resumes@raymondjames.ca](mailto:resumes@raymondjames.ca)



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](mailto:resumes@raymondjames.ca).