Investment Assistant - Vancouver

This year, Odlum Brown celebrates its 94th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for the last 17 consecutive years. In British Columbia, we have also been named an Employer of Choice.

CULTURE AND VALUES
We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE
We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY
We are serious about supporting the communities where we live and work. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT
Continuous learning matters. We are committed to providing career-long support for learning and growth.

We currently have an opportunity for a registered Investment Assistant to join a strong and dynamic team. The team, based in our Vancouver office, consists of a Portfolio Manager, two Associate Portfolio Managers and an Investment Assistant.

AREAS OF RESPONSIBILITY
- Various aspects of general administration.
- Coordinating client account documentation and follow-through to account opening.
- Preparation and tracking of account transfers.
- Assistance with client outreach including e-mail, client correspondence and telephone communication.
- Preparing daily, weekly and monthly reporting for further review and action.
- Maintaining various trading-based templates.
- Some execution of mutual fund and fixed income trades.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS
- Intermediate knowledge of MS Word, Excel and Outlook required.
- Post-secondary education and previous administrative experience in the investment industry preferred.
- Completion of the Canadian Securities Course and the Conduct and Practices Handbook Course to meet the qualifications necessary to be approved as a Registered Representative.

COMPETENCIES AND PERSONAL ATTRIBUTES

- Strong verbal and written communication skills.
- Strong analytical and organizational skills, with the ability to manage multiple priorities.
- Detail-orientated.
- Client service focused – committed to exceeding client expectations.
- Discipline, drive and accountability.
- Relationship building skills.

We have a really great team and have room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **December 11, 2017**.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.