



## About Us

Leede Jones Gable Inc. is a leading Canadian full service investment dealer with 230 employees working in 14 offices located across Canada and roots going back to 1965. Our diverse group of experienced and knowledgeable investment advisors and portfolio managers help clients achieve their long-term financial goals by offering independent, timely, and objective financial advice.

## Title

Manager of Operations

## Location

Vancouver, Calgary, or Toronto

## Position Description

We are self-clearing and believe that the ability to offer superior “customer service” to our investment advisors and their clients is a key component of our strategy for remaining successful in an increasingly challenging environment. Reporting to the Director of Operations, the Manager of Operations will be responsible for the day-to-day supervision, support, and development of 15 back-office staff located in Vancouver, Calgary, and Toronto. Their primary objective will be to ensure that we deliver courteous, efficient and effective service while at all times complying with IIROC regulations and internal policies, procedures, and internal control practices.

## Experience Required

We are ideally seeking a candidate who has comprehensive knowledge of back office procedures in a self-clearing and full-service investment dealer environment. Obtained through hands-on experience which has included responsibility for the supervision and management of staff. Previous experience with Dataphile is preferable but not necessary.

## Key Qualities

As well as the necessary industry knowledge and technical skills, candidates should possess:

- Leadership and team building skills including the ability to foster a strong client service culture.
- Organizational skills including the ability to ensure that all routine tasks are completed in a complete, accurate, and timely manner, together with the ability to participate in and contribute to the planning and coordination of ad hoc special projects.

- Written and verbal communications skills including the ability to communicate effectively with others at all levels in the organization.
- Pride in, and a dedication to, a job done well.

### Compensation

We offer a competitive salary and group benefits program, and the potential for annual profit sharing bonuses and equity participation.

Please respond with your resume to [Humanresources@leedejonesgable.com](mailto:Humanresources@leedejonesgable.com)