



# RAYMOND JAMES®

## REGISTERED REPRESENTATIVE - NOC 1113

EDMONTON, AB

Job Posting # 16-056

June 16, 2016

Raymond James Ltd. is seeking an experienced Registered Representative to work in our Edmonton branch office located at 2300-10060 Jasper Avenue Scotia Place. 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 previous experience you will be responsible for providing administrative support to a Financial Advisory team and outstanding service to clients. You must be a self-motivated individual with exceptional administrative skills and have an honest, dependable and friendly nature.

Specifically you will:

- Responsible for processing and following up on security transactions and transfers;
- Handle incoming and outgoing client phone calls and emails;
- Respond to requests for information in a timely manner;
- Service clients' general day-to-day requests;
- Handle all client service issues and problems in a proactive and professional manner;
- Communicate internally with various operational and administration departments;
- Manage and maintain all paperwork;
- Other duties as assigned.

To qualify for this opportunity you should possess:

- Post-secondary education is an asset;
- A minimum of 3 years' experience in the financial services industry;
- Experience with Dataphile is an asset;
- Successful completion of the Canadian Securities Course, Conduct and Practices Handbook and 90 Day Investment Advisor Training Program;
- Excellent proficiency with MS Office, (Word, Excel, PowerPoint and Outlook) and business related software;
- Proactive self-starter with a 'can do' attitude;
- Excellent interpersonal, as well as verbal and written communication skills;
- Meticulous attention to detail;
- Ability to prioritize, and manage multiple deadlines and tasks;
- Excellent organizational and problem solving skills;
- Ability to work well within a team environment.

This is a full-time permanent position that offers a salary ranging between CAD\$45,000 to \$60,000 per year. This role is eligible for benefits including extended health and dental insurance, LTD/STD, basic life insurance, basic AD&D, Employee Assistance Program, personal time off days and optional participation in the Employee Stock Purchase Plan and RRSP programs.

If you would like a challenging and rewarding opportunity with a progressive investment advisory team, please send a resume and covering letter, quoting the position to: [resumes@raymondjames.ca](mailto:resumes@raymondjames.ca)



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).