



Supervisor, Mutual Funds & GICs – 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 18 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 have the opportunity for a Supervisor, Mutual Funds & GICs to join our team in Vancouver.

PEOPLE MANAGEMENT

- Provide ongoing coaching, support and advice to employees on people, performance and HR-related issues
- Provide timely feedback, both positive and constructive, to actively manage performance expectations
- Actively participate in formal performance review activities; coach for performance all year long
- Identify employees with talent and potential and coach for future opportunities within the firm
- Recruit internal and external candidates integrating best-in-class interview skills and the firm's core values
- Proactively work to uncover and encourage maximum potential and engagement of all employees under your direction



PROCESS MANAGEMENT

- Coordinate and supervise activities required for the effective day-to-day running of the Mutual Funds & GICs team
- Support training program directed towards our investment advisory team for Mutual Funds & GICs processing
- Monitor and improve existing practices
- Decision-making on exceptional items while considering various stakeholder concerns
- Plan strategically for future growth opportunities
- Develop subject matter expertise for all facets of Mutual Funds & GICs requirements, including the creation of a resource manual
- Provide support and guidance to the Mutual Funds & GICs team as they address deficiencies and respond to questions
- Maintain high level of data accuracy for assurance in quality output

PROFESSIONAL COMPETENCIES

- Strong business acumen and judgment; excellent analytical and decision-making skills
- Self-confident team player with the presence and stature to develop, maintain and build positive and productive relationships
- A high degree of self-discipline with superior time management and organizational abilities to juggle multiple and competing priorities
- Problem-solving abilities accompanied by initiative to leverage technology to identify, streamline and implement processing improvement opportunities
- Exercise good judgment in setting priorities and undertaking complex administrative tasks

KNOWLEDGE AND EXPERIENCE

- Proven ability to deliver results within prescribed deadlines
- Excellent communication skills
- Ability to exercise good judgment and decision making within a policy and regulatory framework
- Intermediate to advanced knowledge of Excel
- Experience in a financial institution is an asset
- Experience with the Broadridge Dataphile Platform or similar bookkeeping system
- CSC, CPH, IFC would be an asset

Our team is growing and we've got 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 **November 24, 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.