

you belong here
every perspective makes us stronger.

At Raymond James, **we** develop, **we** collaborate, **we** decide, **we** deliver, and **we** improve together. Raymond James Ltd. is Canada's leading independent investment dealers offering high quality investment products and services to Canadians seeking customized solutions to their wealth management needs.

Account Profile Associate

*Downtown Vancouver
Permanent Full Time*

How does the role impact the organization?

This role provides support to the branches and is responsible for ensuring the clients' profile information is accurate and readily available.

What abilities will fit the role?

- You have the ability to work within deadlines in a high-volume and demanding environment while maintaining a high level of service and an imperative attention to detail;
- You possess effective verbal and written communication skills; and
- You can balance between challenges and changes while cultivating strong working relationships which will permit for a successful growth.

What is the position responsible for?

- Participate in the general administration of New Account openings, Account Updates to client information, recurring event setups, quality control review, and external mail duties;
- Collect and record New Account and Account Update data for Key Performance Measurement tracking;
- Update the Procedure Manual as required by changes in processing and workflow;
- Assist in Account Update initiatives;
- Provide timely and effective internal as well as external client service; and
- Other duties as assigned.

What qualifications will make you a successful candidate?

- A minimum of 1 year of industry related experience;
- Post-secondary education
- Proficiency in Microsoft Office and Outlook;
- Proficiency with the Dataphile application, EDMS, or similar electronic document management systems, as related to document filing;
- Excellent verbal and written communication skills; and
- Proficiency in French is an asset.



What can you expect from us?

Our most important investment is in people, Raymond James Ltd offers a competitive compensation and benefits package, including health & dental, life insurance, retirement savings, employee stock purchase program and corporate discounts, We also support internal promotion and community involvement

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting # 19-118 by September 6, 2019** to:

Human Resources
Raymond James Ltd.
E-mail: 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.

