

RAYMOND JAMES®

SECURITIES ASSOCIATE

VANCOUVER, BC
Job Posting # 19-135

Raymond James Ltd. is seeking a qualified Securities Associate to work in their Vancouver office.

Raymond James Ltd. is Canada's leading independent investment dealer offering high quality investment products and services to Canadians seeking customized solutions to their wealth management needs.

This position requires an ability to work in a high-volume, pressure-oriented environment. Inherent system deadlines require the successful candidate to possess very strong organizational and prioritization skills. Additionally, the ability to balance these significant challenges and interact well with others is essential.

Specifically you will:

- Process physical stock certificate deposits (domestic and foreign securities) and perform related reconciliation duties;
- Successfully complete the Medallion Guarantee Certification course in order to support physical stock certificate handling;
- Provide shareholder communication assistance for proxy votes and solicitation fees;
- Research, reconcile and process GIC and Bond Interest calculations and payments to client accounts;
- Provide support to internal business groups and Correspondent clients;
- Effectively manage high risk tasks with competing priorities;
- Support escalation and/or exception requests related to Securities Services functions;
- Maintain internal control account master list and update as required and communicate changes to impacted areas;
- Perform month-end reconciliation and reporting duties;
- Participate in department initiatives and projects; and
- Other duties as assigned.

To qualify for this opportunity you possess:

- Minimum 3 years of financial industry or related experience;
- Proficiency in Microsoft Office particularly Word and Excel;
- Experience with industry related systems is a definite asset;
- Excellent verbal and written communication skills;
- Strong organizational and effective time management skills;
- Superior analytical and problem solving abilities;
- Self-starter attributes and motivated and hardworking;
- Professional with a positive "can-do" attitude; and
- Ability to work in a dynamic team environment and demonstrate a friendly manner.

This is a permanent full-time position with a competitive compensation and benefits package.



If you would like to join our team please send a resume and covering letter, **quoting the position and Job Posting # 19-135 by August 30, 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.

