

Settlements Administrator, Settlements – Vancouver – Job # 3755

Summary

Through its principal subsidiaries, Canaccord Genuity Group Inc. (the “Company”) is a leading independent, full-service financial services firm, with operations in two principal segments of the securities industry: wealth management and capital markets.

Since its establishment in 1950, the Company has been driven by an unwavering commitment to building lasting client relationships. We achieve this by generating value for our individual, institutional and corporate clients through comprehensive investment solutions, brokerage services and investment banking services.

The Company has offices in 10 countries worldwide, including Wealth Management offices located in Canada, the UK, Guernsey, Jersey, the Isle of Man and Australia. Canaccord Genuity, the international capital markets division, operates in North America, Europe, Asia, Australia and the Middle East. To us there are no foreign markets.™

Our Canadian operation, Canaccord Genuity Corp., is currently looking for a junior to intermediate Settlements Administrator to join our Settlements team in Vancouver. This role requires a detail oriented individual with good communication and organizational skills. Role hours are 6:30 am – 2:30 pm.

Responsibilities

- Perform accurate set up and maintenance of trades on DTCC and/or ARROW systems;
- Liaise with Brokerage firms and Custodians to facilitate trade affirmations;
- Communicate with Investment Advisors/Investment Advisor Assistants/US Trade Support as required;
- Assist immediate team and perform additional duties as required.

Skills & Qualifications

- 2-3 years of brokerage or financial industry experience;
- Detail-oriented with ability to work effectively under pressure;
- Good prioritization, organizational and multi-tasking skills;
- Good verbal and written communication skills;
- MS Office skills (Word, Excel and Outlook);
- Familiarity with Dataphile and ARROW an asset;
- Knowledge of CDSX and DTCC systems and processes an asset.

Canaccord Genuity Corp. welcomes and encourages applications from all qualified individuals including persons with disabilities. We will provide reasonable accommodations upon request for candidates taking part in all aspects of the recruitment and selection cycle.

Qualified applicants are invited to submit a resume and covering letter including salary expectations. All applications will be held in strict confidence. To apply, please [Click Here](#). We recommend that all internal applicants advise their direct manager/supervisor about their interest in other job opportunities prior to sending in their job application.

In order to be considered for employment at Canaccord Genuity, candidates selected for interviews will be required to show proof of citizenship, permanent residence or eligibility to work in Canada with no restrictions.

We wish to thank all candidates for their interest but only those applicants selected for an interview will be contacted. No phone calls please. Thank you for your understanding.