

Institutional Settlements Administrator, Settlements – Vancouver – Job # 3789

Summary

Through its principal subsidiaries, Canaccord Genuity Group Inc. ("Company") is a leading independent, full-services financial 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 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, UK & Europe, Asia, Australia and the Middle East.

Our Canadian operation, Canaccord Genuity Corp., is currently looking for a detail-oriented individual with excellent communication and organizational skills to join our Settlements team. Reporting to the Supervisor of Settlements the successful candidate will be responsible for the accurate and timely settlement of Canadian Equity DVP trades within the CDSX system. The hours of work for this position are from 6:30 am – 2:30 pm.

Responsibilities

- Management of all aspects of Client DVP & Institutional Equity Trade Settlements within CDSX including:
 - Inventory management including requests for stock borrows as required;
 - Accurate set up and maintenance of trades on the ARROW system;
 - Interaction with other Brokerage Firms and Custodians to facilitate trade affirmations;
 - Communicating with IA's/Assistants & Middle Office as required;
 - Buy-in activity including submitting intents and executions on CDS system and advising IA's of buy-in warnings and executions;
 - Compiling daily statistical information;
 - Weekly management reporting;
 - Assisting both the Settlements Supervisor and colleagues as required.

Skills & Qualifications

- 3 - 5 years brokerage industry or equivalent Financial industry experience;
- Excellent knowledge of CDSX system and processes;
- Familiarity with ARROW, Dataphile, and DTC is an asset;
- Excellent verbal and written communication skills;
- Excellent prioritization, organizational and multi-tasking skills;
- Detail-oriented with ability to work well under pressure;
- Excellent MS Office skills (Word, Excel and Outlook);
- Familiarity with Buy-in Rules 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](#).

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.