

**Banking Operations Administrator – Banking Operations  
Toronto – Job # 5373**

**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 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 an experienced individual with exceptional multi-tasking and interpersonal skills to join the Toronto based Banking Operations team. The successful candidate will be required to work some statutory holidays, as well as have the ability to work overtime as required.

**Responsibilities:**

- Ensure the timely and accurate processing of Banking transactions for all account types.
- Process incoming and outgoing cheques for our client base using our agent bank systems.
- Prepare and execute accurate journal entries to client and / or general ledger accounts.
- Solve problems and conduct research to resolve complex issues and escalate any problems to the Supervisor as required.
- Help prepare the departmental statistics package.
- Provide administrative support to the Manager and Supervisor as required.
- Remain current in industry “Best Practices”.
- Respond to client and advisor queries via email and telephone.
- Assist the Supervisor in organizing, and prioritizing workloads according to transactional volumes.
- Provide back-up coverage to the team in times of absence.

**Skills & Qualifications:**

- 1-3 years of related Financial Services experience.
- Well-rounded knowledge of “Best Practices” within the Securities/Financial and Banking Industries.
- Excellent interpersonal, verbal and written communication skills.
- Hardworking and self-motivated.
- Detail-oriented with demonstrated ability to meet deadlines and work effectively under pressure.
- General accounting skills.

- Intermediate-Microsoft Office skills (Word, Excel, Outlook);
- Experience with Online Banking Systems and Dataphile application is 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.*

Upon offer, candidates are 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. Thank you for your understanding.