

Securities Administrator, Securities (14-month contract)

Vancouver – Job # 7008

Who we are:

Canaccord Genuity (CG) is a leading independent full-service financial services firm, with operations in two principal segments of the securities industry: wealth management and capital markets. CG is driven by an unwavering commitment to build lasting client relationships – we achieve this by generating value for our individual, institutional, and corporate clients through comprehensive wealth management solutions and investment banking services. We are a leading independent wealth management firm in Canada, and the leading mid-market provider of investment banking advisory, equity research, sales and trading services for corporations and institutions.

We pride ourselves on understanding our clients' needs and finding innovative, bespoke solutions. Our entrepreneurial and friendly team will challenge you to learn and grow every day. We value great work and collaboration and strive to eliminate bureaucratic thinking. We're looking for talented people who thrive in a fast-paced environment and want to have an impact with innovative ideas and best practices.

Come be a part of our Canadian success story and help deliver superior experiences for our clients. At CG, we recognize that diversity across our business strengthens our client relationships and enables more innovative solutions. We strongly encourage applications from all qualified individuals regardless of race, religion, colour, national origin, gender, sexual orientation, age, marital status, or disability status. CG provides an accessible candidate experience. If you need any accommodations throughout the interview process and beyond, please let us know.

Our Canadian operation, Canaccord Genuity Corp., is currently seeking an individual with strong administrative and customer service skills to join their team. Excellent organizational, communication, research and computer skills are essential for this role. The successful candidate must be able to prioritize and manage a complex workload as well as be able to work overtime as required.

Responsibilities

- Process receipt of physical securities with competing deadlines and SLA obligations;
- Process journals for reconciliation of inter-branch transit deliveries of physical certificates;
- Check and receive in physical securities from private placement closings and process unit split exchanges;
- Enter DRS deposits in CDS;
- Process Dataphile entitlement exchanges in relation to subscription receipts, private to public pushouts, and escrow releases;
- Develop an ability to research incoming physical securities in order to determine where they need to be received in the Dataphile system;
- Liaise with 3rd parties, i.e. issuers, transfer agents, legal counsels and other brokerage firms when necessary;

- Provide excellent customer service to all internal and external customers (i.e. Clients, Investment Advisors and Investment Advisor Assistants);
- Attend to the securities counter;
- Receive and release cheques and certificates;
- Respond to client and broker inquiries in a timely manner;
- Assist other members of the Securities team and provide vacation relief as required;
- Perform additional responsibilities or projects as assigned;
- Be adaptable to a rapidly changing work environment and be willing to work from home, or work overtime in the office, as needed.

Skills & Qualifications

- Experience in a finance related position, is an asset;
- Proven accountability and conscientiousness;
- Experience working with physical certificates, an asset;
- Strong data entry skills (must be accurate and efficient);
- Detail-oriented, with the ability to work effectively under pressure;
- Excellent prioritization and organizational skills;
- Self-motivated, enthusiastic and a quick learner;
- Excellent verbal and written communication skills; with strong customer service skills;
- Ability to work effectively in a team environment, and willing to assist team members as required;
- Flexible and adaptable to change;
- Proficiency with MS Word, Excel and Outlook;
- Working knowledge of Dataphile Desktop and/or NETX360 is an asset.

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.

Upon offer, candidates are required to show proof of citizenship, permanent residence or eligibility to work in Canada with no restrictions.