



Administrative Assistant – Financial Services (2+ years of experience)

Harbourfront Wealth Management is an industry leader and a rapidly growing organization that's looking for a passionate and high performing individual to join a top performing Portfolio Management team. The position will require high attention to detail and the ideal candidate should have industry experience. Drawing on at least 2-years of previous experience at a financial services firm, the candidate must have meticulous attention to detail, possess a positive attitude and have exceptional interpersonal skills. The successful candidate must be self-motivated and be able to perform unsupervised.

About Harbourfront

Harbourfront Wealth Management Inc. is an employee owned firm and IIROC registered securities dealer with offices across Canada. Discipline, knowledge and a reluctance to accept mainstream thinking are the characteristics which define the truly successful. The firm specializes in providing holistic wealth management solutions for mid to high net worth individual which includes customized, back tested portfolio construction, financial income and cash flow audits, pension style asset management and tax & trusts solutions.

You will be responsible for:

- Enhancing advisors' effectiveness by providing information management support
- Conserving advisors' time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Coordinating & booking travel arrangements
- Organising and coordinating all conference calls & webinars
- Maintaining customer confidence and protecting operations by keeping information confidential
- Organizational memo distribution and meeting organization
- Handle incoming and outgoing phone calls with clients and respond to requests for information; and
- Carrying out other duties as assigned.

The ideal candidate for this position has:

- ✓ Minimum of 2-years investment industry experience;
- ✓ Proficient with Microsoft Office particularly Word, Excel, PowerPoint & Outlook;
- ✓ Proven verbal and written communication skills;
- ✓ Ability to learn quickly and identify opportunities to add value;
- ✓ Strong organizational skills;
- ✓ Meticulous attention to detail;



HARBOURFRONT WEALTH MANAGEMENT INC.

- ✓ Superior customer service skills;
- ✓ Ability to prioritize, multitask, work within time constraints and follow-up;
- ✓ Ability to work in a team environment and demonstrate a professional and friendly manner.

If you have any of the following, consider it an asset:

- Experience working with a Securities Brokerage firm

This is an exciting role with great potential for growth. If you are interested in this opportunity, please send an email to: GilmanTeam@harbourfrontwealth.com

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. Employment is contingent on the satisfactory completion of a pre-employment background check.

This posting will remain open until a qualified candidate is hired. We sincerely thank all applicants who express an interest in this role but wish to let you know that we will only be contacting applicants that are aligned with our requirements.