

Leede Jones Gable Inc.- Intermediate Operation Administrator

Calgary, AB

Leede Jones Gable is one of Canada's leading full-service investment dealers and provides a full range of investment products and services to clients across Canada. Our diverse group of experienced and knowledgeable investment advisors and portfolio managers help clients achieve their long-term financial goals by offering independent, timely, and objective financial advice.

Recent growth results in the need to expand our "back office" operations team. The potential for realigning current duties allows us to consider candidates with a wide variety of areas of expertise, but we are ideally seeking an individual who has had experience in both client account processing and securities cage functions in a self-clearing environment.

Job Duties

- Entering trade tickets, including bulk and batch trades;
- Reorganizations (warrant/stock option exercises, exchanges), entitlements (legend removals, warrant expiries) and security master support (cusip setups and linking);
- Online support, including password resets and new user setups;
- CDS deposits and withdrawals. DTCC settlement support and shareholder declarations;
- Options processing (settlement, trade reconciliation, assignment/expiry);
- Mutual fund processing;
- BR track support;
- account transfers support (physical and ATON);
- IA and Branch Code administration.

Skills

- Able to work well in a team environment and communicate effectively with others at all levels in the organization;
- Flexible and enjoys an environment where responsibilities include a variety of tasks which may vary depending on company needs;
- Strong organization skills and the ability to meet challenging deadlines;
- Excellent communication skills, both written and verbal;
- Excellent problem-solving skills;
- Ability to work independently;
- Experience with Dataphile preferable;
- Minimum of two years' experience in an investment industry back office position.

Compensation

We offer a competitive salary and group benefits program, and the potential for annual profit-sharing bonuses and equity participation.

Please respond with resume and salary expectations to humanresources@leedejonesgable.com