



INVESTMENT ADVISOR ASSISTANT (LICENSED)

Haywood Securities is an investment firm that values its independence and its entrepreneurial spirit. Our analysts and advisors seek proven management in young companies that are built around fresh ideas with the potential for rapid growth in the oil and gas, mining, technology and special situation sectors. Haywood offers these investment opportunities to a select group of qualified investors in both the institutional and retail markets.

Haywood is currently seeking a Licensed Investment Advisor Assistant to join its Vancouver Office. To be successful in this role, the candidate must be able to demonstrate a commitment to providing exceptional client service, attention to detail and a willingness to take on new responsibilities and challenges as they arise.

Responsibilities include:

- Prepare and process new account documentation
- Manage daily client inquiries and transactions
- Execution of trade orders
- Prepare New Issues & Private Placement documentation
- Investment research
- Other administrative duties as required

Requirements:

- Licensed as a Registered Representative – Retail
- Licensed in the US is a definite asset
- 3 - 5 years direct experience
- Must be able to multi-task and manage multiple deadlines
- Pro-active with a team-first attitude
- Dataphile knowledge an asset
- Ability to work with minimal supervision
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite

If your background and experience is well suited to this role please submit your resume and cover letter to careers@haywood.com.

We would like to thank all candidates for their interest in this position, however only qualified candidates will be contacted.