



## Mutual Funds and GICs Administrator – Vancouver

This year, Odlum Brown Limited celebrates its 99<sup>th</sup> anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 22 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

### CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

### PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with interesting people and make great friends, too.

### COMMUNITY

We are serious about supporting the communities where we live and work. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

### PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

### THE OPPORTUNITY

**We have an opportunity for a Mutual Funds and GICs Administrator to join our award-winning firm in the Vancouver head office.**

Reporting to the Supervisor, Mutual Funds and GICs, the ideal candidate is client service focused, detail oriented and driven to provide exemplary support to advisory groups in a fast-paced environment.

### RESPONSIBILITIES

- Ensure GIC orders are processed accurately and on time
- Investigate order processing discrepancies and make adjustments
- Maintain up-to-date GIC rate information on the firm's intranet
- Receive and reconcile interest payments and maturities
- Re-register GICs between registered and non-registered accounts
- Communicate and answer inquiries from Advisory teams and Operations groups by email and phone
- Liaise and maintain relationships with key contacts at GIC issuers



- Provide administrative support and cross-train as required within the department

#### **KNOWLEDGE AND EXPERIENCE**

- Knowledge of financial services or investment industry in Mutual Funds or GICs departments is preferred
- Strong organizational and time management skills, with the ability to prioritize multiple and competing tasks
- Ability to work efficiently and accurately in a fast-paced dynamic environment with a sharp eye for detail
- Excellent verbal and written communication and client service skills
- Reliable team player who enjoys collaborating with others
- Intermediate proficiency in Microsoft Office (Excel and Outlook)
- Experience with Broadridge Dataphile or similar bookkeeping system is an asset
- Completion of Canadian Securities Institute (CSI) or other investment-related courses considered an asset

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to [hr@odlumbrown.com](mailto:hr@odlumbrown.com) by **February 14, 2022**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

As part of fulfilling our responsibility to ensure a healthy and safe workplace, and in alignment with public health measures, Odlum Brown has a mandatory vaccination policy for all team members working on site at any Odlum Brown office. Our firm requires all team members to be fully vaccinated against COVID-19 to work on the premises.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.