

Operations Administrator

Vancouver, BC

PI Financial Corp. is an independent, full service investment dealer with offices across Canada. We are looking for an energetic individual with strong organizational skills to join our securities team. Reporting to the Operations Manager, the Securities Administrator will be primarily responsible for the processing of client banking transactions. The role requires a dynamic, detail-oriented individual who is willing to learn and grow within the organization.

Responsibilities

- Accurate and timely processing of incoming and outgoing Electronic Funds Transfers (EFT) to/from client accounts;
- Accurate and timely processing of incoming and outgoing wire transfers to/from client accounts;
- Cheque printing and distribution through mail and internally to other departments;
- Verification and processing of branch cheque deposits, and;
- Cross train on other job functions within the department including client account transfers through The Canadian Depository For Securities (CDS) ATON transfer system or the Depository Trust & Clearing Corporation (DTCC).

Skills & Qualifications

- 2 years relevant experience in the Canadian securities industry preferred but not required;
- Ability to prioritize and handle a variety of tasks concurrently to meet deadlines;
- Strong organizational skills with exceptional attention to detail;
- Excellent verbal and written communication skills, and;
- Experience with CDS, DTCC and Dataphile software an asset but not required.

Qualified applicants are invited to submit a resume and covering letter to careers@pifinancialcorp.com. All applications will be held in strict confidence. We wish to thank all candidates for their interest but only those applicants selected for an interview will be contacted.