



Supervisor, Securities – Vancouver

This year, Odlum Brown celebrates its 98th 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 really 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

Odlum Brown is currently seeking a Supervisor, Securities to join our award-winning firm in the Vancouver office.

We have an opportunity for an experienced, hands-on Supervisor, Securities to lead our Securities team. This role requires a subject-matter expert who manages the day-to-day securities processing in our Client Services department. The successful candidate is analytical and process-driven, and seasoned at juggling competing priorities and ensuring tasks are executed with speed and accuracy. This role will also provide you with the opportunity to apply your passion for team development and desire for continuous improvement, while delivering exceptional client service.



PEOPLE MANAGEMENT

- Inspire, coach, support and develop the Securities team
- Conduct formal performance review activities; coach for performance all year long
- Support continuous learning and development of team members
- Leverage the talent management program to identify and mentor emerging leaders for succession planning initiatives
- Recruit internal and external candidates using best-in-class recruitment practices that align with the firm's core values

PROCESS MANAGEMENT

- Coordinate and supervise activities required for the effective day-to-day operation of the Securities team
- Review and improve existing practices and streamline department processes
- Provide guidance to team on responding to exception scenarios while considering various stakeholder positions
- Anticipate challenges and plan strategically for future growth opportunities
- Develop subject-matter expertise for all facets of Certificate management and Settlement requirements including maintaining up-to-date reference materials
- Maintain high level of data accuracy for assurance in quality output

PROFESSIONAL COMPETENCIES AND CHARACTERISTICS

- Strong business acumen; excellent judgment, analytical and decision-making skills
- Self-confident team player with the ability to develop positive and productive relationships
- A high degree of self-discipline with superior time management and organizational abilities to juggle multiple and competing priorities
- Problem-solving abilities accompanied by initiative to leverage technology to identify, streamline and implement processing improvement opportunities
- Exercise good judgment in setting priorities and undertaking complex administrative tasks

KNOWLEDGE AND EXPERIENCE

- Minimum of five years of securities or related in-depth investment industry experience
- Minimum of three years of proven people leadership skills
- Undergraduate degree or equivalent work experience in a business-oriented discipline
- Proven ability to deliver results within tight deadlines
- Excellent verbal and written communication skills
- Ability to exercise good judgment and problem solve within a regulatory framework
- Knowledge of settlement platforms (DTC and CDS)
- Understanding of certificate management, bond maturities, proxy voting and private placements
- Experience with the Broadridge Dataphile platform or similar data processing system
- Proficient in MS Office (Outlook, Word, Excel and PowerPoint)
- CSC, CPH, IFC is 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 by **November 5, 2021**.



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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 by October 25, 2021.

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.