

Transition Coordinator

Harbourfront Wealth Management Inc. is a fast growing, independently owned firm with offices across Canada. The firm specializes in creating complete wealth management solutions for high net worth clients. We have an opportunity for a qualified Transition Coordinator to join us at our office located in the Oakville/Burlington area in Ontario. The candidate will be an integral part of the Operations team, with responsibilities that will grow with us.

We are seeking an individual well versed in the retail operations of a full-service brokerage firm to provide support and act as a liaison between sales and operations personnel. The responsibilities of this role are wide-ranging and include the requirement to travel on short notice.

You will be responsible for:

- Understanding and educating new Advisor teams on the policies and procedures relating to operations, compliance, marketing and general business issues;
- Providing new Advisor teams with preliminary and ongoing Operational training, as well as assistance with navigation of various National Bank systems
- Maintaining ongoing communication between the Advisor and Harbourfront departments and troubleshoot any transition issues; you will coordinate and distribute information on a variety of topics—such as operations, compliance, and wealth management.
- Creating and overseeing a transition timeline, ensuring a smooth transfer of the advisor's book of business
- Working in tandem with multiple departments to facilitate a successful transition
- Traveling to new Advisors' offices to assist in their onboarding and training
- Educating new Advisors and their staff on Harbourfront policies and procedures
- Other duties and projects as requested

The ideal candidate for this position will:

- ✓ Be familiar with brokerage firm operations, objectives and initiatives
- ✓ Have considerable knowledge of and experience in financial services industry, experience with NBIN CB systems and processes preferred
- ✓ Possess a high level of interpersonal skills along with the ability to operate in a dynamic, fast-paced environment
- ✓ Troubleshoot incoming calls and issues from branches
- ✓ Possess solid project and personnel management skills with a focus on process and efficiency
- ✓ Be willing to travel extensively to Advisor offices within North America to establish valuable working relationships and improve onboarding efficiencies
- ✓ Possess effective problem analysis and resolution skills
- ✓ Have exceptional written and oral communication skills to interact professionally with individuals both within the firm and outside
- ✓ Be exceptionally flexible, with the ability to manage time and adjust shifting priorities while meeting deadlines
- ✓ Be a self starter, leader and motivator
- ✓ Have the ability to cultivate a team spirit within the department and their team as well as maintain positive interdepartmental collaboration



HARBOURFRONT WEALTH MANAGEMENT INC.

This is an exciting role with great potential for growth. If you are interested in this excellent opportunity, please send an email to: HR@harbourfrontwealth.com.

This posting will remain open until a qualified candidate is hired. We sincerely thank all applicants who express an interest in this role and wish to let you know that we will only be contacting applicants that are aligned with our requirements.

To be considered for employment candidates will be required to provide proof of citizenship, permanent residency or eligibility to work in Canada with no restrictions. We require applicants to complete a background verification process prior to commencing employment with the company. Employment is contingent on the satisfactory completion of a pre-employment background check.