



April 2, 2015

Financial Advisor Assistant IFS Milton-Bristow

Raymond James Independent Financial Services is seeking a qualified Financial Advisor Assistant who is looking for an opportunity to become a Financial Advisor with the opportunity to purchase a business from a senior advisor. This position is in our Milton, Ontario office. Raymond James Ltd. is one of Canada's leading full-service independent investment dealers offering high quality investment products and services to Canadians seeking customized solutions to their wealth management needs.

The ideal candidate likely has one of the following backgrounds:

- A proven successful background as a support person to a Financial Advisor and now looking to take on more responsibility in a sales capacity; or
- A financial planner in a bank setting, is fully registered, experienced doing client reviews and meetings and now looking to transition to being a Financial Advisor; or
- A Wholesaler in the industry who has all the required courses and a long term goal of being a financial advisor; or
- A strong background in sales and finance and wanting to make a career change after achieving all the required courses; or
- A financial Advisor looking to move to Raymond James and looking to expand their team.

As a Financial Advisor Associate your job role will include:

- Account documentation management;
- Account openings – confirming with the client; following through with signatures and processing with back office;
- Ensuring all clients' accounts are up-to-date;
- Executing client trades with utmost accuracy and ensuring timely settlement;
- Client communication – daily, by telephone and written communication;
- Administrating account statements – monthly, by email;
- Commission reconciliation and interest rate calculations;
- Liaising with corporate back office to complete client inquires and requests;
- Anticipating and identifying potential complications and finding appropriate solutions;
- Depositing client cheques;
- Monthly reporting to the team.

To qualify for this opportunity, you possess the following:

- Flexibility and adaptability to a dynamic, oftentimes loud, fast-paced environment;
- Attention to detail;
- Superior interpersonal skills with both clients and colleagues;

- High level of professionalism;
- Ability to prioritize, multitask, work within time constraints and follow-up;
- Aptitude with numbers;
- Excellent telephone demeanor;
- Ability to learn quickly and make sound, timely decisions;
- Able to present a polished appearance in a business formal environment;
- **Must be already licensed or have the required courses;**
- Experience with Dataphile, Thomson, Bloomberg, Microsoft Office an asset.

If you would like to learn more about this opportunity, please send a resume and covering letter to Diana Bristow at: diana.bristow@raymondjames.ca.

We thank all candidates for their interest and advise that only those under consideration will be contacted.