

OPERATIONS & ADMINISTRATIVE TEAM MEMBERS TEMPORARY OPPORTUNITIES

Job Posting # 14-000

Vancouver, BC

*Are you interested in flexible work in a professional business environment? Recently retired?
Interested in occasional work for vacation coverage or short term projects?*

Raymond James Ltd. is currently seeking experienced service, operational or administrative professionals who would enjoy not having a full-time commitment, and are open to temporary work assignments for our downtown Cathedral Place office. After an initial introduction, testing and training with the team, you may be called from time to time to come in for a day, a week or a month. You decide whether to accept and if the timing works for you. Our team needs are often for earlier hours, such as 6:30 or 7am, but not always.

Raymond James Ltd. is one of Canada's leading independent investment dealers offering high quality investment products and services to Canadians seeking customized solutions to their wealth management needs.

Successful candidates must be dependable, flexible, resourceful, self-motivated, a team player and have an excellent work commitment and willingness to accept additional responsibilities. The ability to work within deadlines while maintaining a high level of customer service and attention to detail is essential. Duties will include data-entry, scanning and general administrative duties.

To qualify for this opportunity you possess:

- Minimum 5 years of experience in a service, operational, or administrative role;
- Comfortable with working in an office environment;
- Open to receiving instructions and feedback;
- A predisposition for attention to detail;
- Superior customer service skills;
- Excellent verbal and written communication skills;
- Ability to work in a team environment and demonstrate a professional and friendly manner;
- Proficiency with MS Word, Excel and Outlook;
- Ability to prioritize and effectively manage time;
- Flexibility and willingness to assist others as required;
- Experience in the securities industry is a definite asset;
- Previous experience using Dataphile is a definite asset.

If you would like to join our team, please send a resume and covering letter, **quoting the position number** to:

Human Resources
Raymond James Ltd.
2100 – 925 West Georgia Street
Vancouver, BC V6C 3L2
E-mail: resumes@raymondjames.ca

If you are looking for full time or permanent work, this opportunity is not for you. Raymond James Ltd. has other job opportunities posted at http://www.raymondjames.ca/en_ca/our_company/careers/.

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