

## **FINANCIAL ADVISOR ASSISTANT (LICENSED) TORONTO, ON Job Posting # 14-058**

Raymond James Ltd. is seeking a Financial Advisor Assistant (Licensed) to work with Financial Advisors as well as the Correspondent Services team in our downtown Toronto office. 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.

The Financial Advisor Assistant (Licensed) will assist the Financial Advisors with providing comprehensive financial services to clients as well as the Correspondent Services team with the administration of their custodial business. The role requires experience in trading stocks, bonds, mutual funds and ideally options. You will be responsible for monitoring client accounts and maintaining client files, liaising with the back office and external third parties. You will also be involved with preparing correspondence, reports, and servicing both the brokers' and clients' day-to-day requests.

Drawing on industry experience in a financial services firm, the candidate is a self-motivated individual with exceptional administrative skills and a dependable nature. You bring to the role an ability to work within deadlines both independently and as part of a team, proven effective time management skills and a focus on customer service.

Specifically you will:

- Be involved in preparing and reviewing daily reports, client correspondence and taking ownership of project work;
- Process and follow-up on security transactions and transfers;
- Proactively manage incoming and outgoing phone calls with clients;
- Foster and support client relationships by liaising with clients, responding to requests and proactive problem solving;
- Enter trades, including stocks, bonds, mutual funds and ideally options;
- Open accounts and manage all documentation requirements;
- Update accounts and create portfolio reviews as required;
- Maintain Financial Advisor files and other general office duties.

To qualify for this opportunity you possess:

- Minimum of 2-3 years of work experience as a Licensed Sales Assistant or equivalent;
- Licensing is a requirement for this position;
- Options license is a definite asset;
- Proficiency with Dataphile and Thomson One;
- Proficiency with MS Word, Excel, PowerPoint, and Outlook;
- Excellent verbal and written communication skills;
- Self-starter attributes, motivated and hardworking;
- A positive attitude;
- Ability to work in a team environment and demonstrate a professional and friendly manner;
- A willingness to communicate with team members in an open office environment.
- Meticulous attention to detail;

- Ability to prioritize, multitask, work within time constraints and provide necessary follow up;
- Strong organizational and problem solving skills;
- Ability to effectively handle confidential information.

This is a full-time position with a competitive compensation and benefits package.

To learn more about the branch and Raymond James, visit our websites at [www.the53rd.com](http://www.the53rd.com) and [www.raymondjames.ca](http://www.raymondjames.ca).

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting #** by May 2, 2014 to:

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