

CORPORATE ACTIONS ENTITLEMENTS ASSOCIATE VANCOUVER, BC Job Posting # 14-065

Raymond James Ltd. is seeking a Corporate Actions Entitlements Associate to work in our downtown Cathedral Place 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.

System processing deadlines and high volumes demand the ability to effectively balance varied functions, while maintaining our high level of service and attention to detail. Proven strengths in time management, multi-tasking and organization are necessary attributes in achieving our service goals. Excellent interpersonal and communications skills are essential.

Specifically you will:

- Process and reconcile GIC and Debt interest payments;
- Download information bulletins to review and modify for notice distribution;
- Distribute notices to Financial Advisors (FAs) and support staff;
- Process mandatory and voluntary reorganization events;
- Execute warrants, rights and options exercises;
- Conduct research on reorganizations and entitlements and compare to firm data;
- Communicate with internal departments and third party organizations, including CDS, DTCC, Transfers Agents;
- Respond to FA enquires;
- Calculate cash in lieu of fractional payments;
- Maintain departmental procedures manuals;
- Provide assistance and/or back up coverage support to other team members as required;
- Participate in department initiatives or projects related to the Operations/Corporate Actions Department.

To qualify for this opportunity you possess:

- A minimum 3 years financial industry-related experience, with a focus on corporate re-organization/entitlements processes;
- Post-secondary education and successful completion of the Canadian Securities Course are also considered an asset;
- Working knowledge of internal and external systems such as Dataphile, CDS, DTC and Arrow;
- Proficiency with MS Word, Excel and Outlook;
- Superior analytical and problem solving skills;
- Meticulous attention to detail and accuracy;
- Excellent customer service abilities;
- Strong written and verbal communication skills;
- Ability to work in a team environment and demonstrate a professional and friendly manner;
- Ability to prioritize and effectively manage time;
- Flexibility and willingness to assist others as required.

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

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting #** by May 23, 2014 to:

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

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