RAYMOND JAMES®

05/14/2014

ADMINISTRATIVE ASSISTANT

IFS – Swift Current – Hilts

IFS14-003

Raymond James Ltd. is seeking a Full Time Administrative Assistant to work in an Independent Financial Services office located in Swift Current, Saskatchewan. 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.

As a member of the team, you will assist Financial Advisors in providing comprehensive financial services. Your duties will include client service and administrative support to the branch and its clients. Your hours of work will be from Monday to Friday, 8:30 am – 5:00 pm.

Specifically you will:

- Handle incoming and outgoing phone calls with clients;
- Process account documentation and liaise with Raymond James back office;
- Send, receive, and distribute all mail, courier packages, advisor mail outs and faxes;
- Review and process all cheques, banking and stock certificates from clients;
- Coordinate office supplies and maintenance of office equipment;
- Maintain tidiness of office spaces and client waiting room;
- Prepare, edit, format and print letters, memos and other materials;
- Perform project based work and a variety of routine office duties as required.

You are an individual with exceptional administrative skills, a dependable nature, and you bring to the role:

- Excellent verbal and written communication skills;
- The ability to work within deadlines in a high volume team-oriented environment;
- Well-developed interpersonal and customer service skills;
- Meticulous attention to detail and problem solving skills;

To qualify for this opportunity you possess:

- Proficiency with MS Word, Excel, and Outlook;
- Though not required, industry experience is desired;

This permanent full time position includes competitive compensation. If you are looking for an excellent growth opportunity in financial services, please send your resume and covering letter, quoting the position by 06/06/2014 to: Craig Hilts or Sandra Wik

Craig Hilts
Raymond James Ltd.
159 1st Ave. NE
Swift Current, SK S9H 4P3

Fax: 306-770-2244
Email: craig.hilts@raymondjames.ca

We thank all candidates for their interest and advise that only those under consideration will be contacted. No phone calls please.