

RAYMOND JAMES®

Casual Operations and Administrative Team Members

VANCOUVER, BC

Job Posting # 19-000

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 and/or Burnaby office.

Assignments vary in duration, department and tasks. You will be contacted when needs arise and depending on your specific availability. Assignments can sometimes start as early as 6:30am or 7:00am.

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

If you have a flexible time schedule, and are looking for casual office work, Raymond James Ltd. might be the right place for you. As assignments would be with various departments such as operations, accounting, and our Vancouver branch to name a few, you will develop skills and knowledge in demand in the financial industry.

To qualify for this opportunity you possess:

- Minimum 1 year 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;
- Excellent proficiency with MS Word, Excel and Outlook;
- Ability to prioritize and effectively manage time;
- Flexibility and willingness to assist others as required;
- Interest in the securities industry is a definite asset; and
- 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 and Job Posting #19-000** to resumes@raymondjames.ca.

This posting accepts applications on an ongoing basis.

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/.

To be considered for employment candidates will be required to provide proof of citizenship, permanent residency or eligibility to work in Canada with no restrictions. We require applicants to complete a background verification process prior to commencing employment with the company, including but not limited to a credit and criminal record check. Employment is contingent on the satisfactory completion of a pre-employment background check.

We sincerely thank all applicants who express an interest in this role: only those being directly considered will be contacted.



Raymond James Ltd. recognizes the value of a diverse workforce and appreciates the unique skills and special contribution of each employee. We are committed to accessibility for candidates through all stages of the recruitment process. Should you require accommodation, please contact Human Resources via email at resumes@raymondjames.ca.

