

**you belong here**  
every perspective makes us stronger.

## RAYMOND JAMES®

At Raymond James, **we** develop, **we** collaborate, **we** decide, **we** deliver, and **we** improve together. Raymond James Ltd. is Canada's leading independent investment dealers offering high quality investment products and services to Canadians seeking customized solutions to their wealth management needs.

### *Account Transfer Associate*

*Downtown Vancouver  
Permanent Full Time*

#### **How does the role impact the organization?**

This role provides support to the branches and is responsible for ensuring client assets are received to or delivered from their Raymond James Account(s).

#### **What abilities will fit the role?**

- You have the ability to work within deadlines in a high-volume and demanding environment while maintaining a high level of service and an imperative attention to detail;
- You possess effective verbal and written communication skills; and
- You can balance between challenges and changes while cultivating strong working relationships which will permit for a successful growth.

#### **What is the position responsible for?**

- Responsible for all incoming and outgoing mail and courier deliveries for Account Transfers;
- Reviewing and verifying client information on transfer documents;
- Initiating the processing of new transfer documents, both ATON and non-ATON and related duties;
- Responsible for investigation and resolution of rejected transfer issues;
- Follow-up and completion of pending transfers;
- Depositing cheques and updating records accordingly; and
- Other duties as assigned.

#### **What qualifications will make you a successful candidate?**

- A minimum of 3 years of industry related experience;
- Proficiency in Microsoft Office and Outlook;
- Knowledge of Banking and/or Investment industry policies and procedures;
- Proficiency with the Dataphile application or a similar software (i.e. ADP, ISM, etc.) as related to account transfers;
- Familiarity with CDS and Arrow as related to ATON and CDSX, and other systems such as DTC and FundSERV; and



- Post-secondary education and bilingualism in French would be considered assets.

**Where can I go from there?**

You can expect support for ongoing learning which would prepare you to progress to more senior roles with the Account Transfers team. This position will also provide the opportunity to work collaboratively with all Operations departments at Raymond James Ltd.

**What can you expect from us?**

Our most important investment is in people, Raymond James Ltd offers a competitive compensation and benefits package, including health & dental, life insurance, retirement savings, employee stock purchase program and corporate discounts. We also support internal promotion and community involvement.

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting # 20-161 by March 26, 2021** to:

Human Resources  
Raymond James Ltd.  
E-mail: [resumes@raymondjames.ca](mailto:resumes@raymondjames.ca)

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](mailto:resumes@raymondjames.ca).

