

# RAYMOND JAMES®

## INVESTMENT ADVISOR ASSOCIATE Tall Oak Private Wealth, of Raymond James Ltd.

London, ON  
Job Posting# 21-026

Tall Oak Private Wealth, an independent agency of Raymond James Ltd that provides wealth management services to high-net-worth individuals and their families, is seeking a qualified **Investment Advisor Associate (US Licensed)** to work in our London Ontario office.

As an independent team of Raymond James Ltd., Tall Oak Private Wealth in London Ontario is part of a leading independent wealth management firm, offering professional investment management and financial advisory services to high-net-worth individuals, professionals & successful business owners. We provide our clients with strategic financial planning and discretionary portfolio management services.

As Investment Advisor Associate (US Licensed), your duties will include supporting US and Canadian licensed financial advisors and portfolio managers in managing client accounts

Specifically you will:

- Support US and Canadian licensed Financial Advisors and Portfolio Managers by reviewing reports, following-up on client inquiries and requests to ensure appropriate account maintenance; booking client meetings;
- Develop investment plans and written proposals for prospects and clients;
- Assist in the development of new business and prospects;
- Proactively service clients and address investment related questions;
- Develop analysis and plans for prospects and clients regarding their overall financial needs including insurance, budgeting and cash flow analysis;
- Assist in the implementation of client portfolios;
- Administer client portfolios with respect to trading and compliance;
- Ad hoc portfolio evaluations for clients and prospects;
- Prepare financial plans and retirement projections as required;
- Liaise with various departments for execution of client requests and problem solving and other branch duties as assigned;
- Provide a high level of customer service on the phone and when responding to client inquiries and ensure that client needs are met or exceeded;
- Design and deliver financial plans of varying complexity that clearly communicate the recommendations and alternatives related to the client's financial analysis and comprehensive plan design;
- Participate in client plan presentations in the office or over the phone as requested by the FA;
- Provide ongoing, financial planning support to Financial Advisors by responding to their queries in a timely manner;
- Perform project-based work and a variety of routine office duties as required; and
- Be involved in preparing correspondence and reports, servicing clients' general day-to-day requests, and other general office duties.



To qualify for this opportunity you should possess:

- Series 7 / Series 63 license;
- Canadian Securities License is a bonus;
- Strong organizational skills and meticulous attention to detail;
- High level of professionalism; ability to prioritize, multitask, and work within time constraints;
- Two years of industry related experience preferred;
- Post-secondary education;
- Excellent Proficiency with Microsoft Office particularly Word, Excel, PowerPoint and Outlook;
- Excellent verbal and written communication skills; and
- Ability to work in a team environment and demonstrate a professional and friendly manner.

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

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting # 21-026 by July 31, 2021 to:**

Mehendi Kamani

Raymond James Ltd

Email: mehendi.kamani@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. 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 however, 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 us using the above details and we will be happy to help.

