

# RAYMOND JAMES®

## FINANCIAL ADVISOR ASSISTANT (LICENSED)

Edmonton, AB  
Job Posting # 21-047

Raymond James Ltd. is seeking a Financial Advisor Assistant to work as part of a successful senior advisory team based in our Edmonton branch.

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.

Drawing on previous experience as a Sales Assistant in a financial services firm, the candidate must have meticulous attention to detail, possess a positive attitude and have exceptional interpersonal skills. The successful candidate must also be responsible, client-service driven, self-motivated and have the ability to work both independently & collaboratively as part of a team.

Specifically you will:

- Process and follow up on security transactions and transfers, including trade instructions;
- Foster and support client relationships by liaising with clients, responding to request and proactive problem solving;
- Communicate internally with various operational and administration departments;
- Prepare professional correspondence and reports, documents and files;
- Act as team lead during tax reporting season, liaising with tax professionals & clients to provide details, slips and updates as required;
- Manage and maintain all paperwork; and
- Other duties as assigned.

To qualify for this opportunity you possess:

- Minimum 5 years of industry experience;
- Licensed Sales Assistant; IR licensing is a requirement for this position including the successful completion of the Canadian Securities Course and the Conduct and Practices Handbook;
- RR licensing: including the completion of the Wealth Management Essentials Course is preferred;
- Advanced knowledge of investment processes and procedures;
- Knowledge of compliance practices and regulations;
- Excellent verbal and written communication skills;
- High level of professionalism and strong organizational skills;
- Ability to prioritize, multitask, work within time constraints and follow-up in a fast paced, high volume practice; and
- Ability to work in a team environment and demonstrate a professional and friendly manner.

This is a permanent 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 # 21-047 by March 12, 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).

