

RAYMOND JAMES®

FINANCIAL ADVISOR ASSISTANT

IFS – Exeter, ON

Skillen Investment Management

Job Posting # 21-048

Skillen Investment Management, an independent agency of Raymond James Ltd. is seeking a Financial Advisor Assistant to work in our Exeter office.

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.

The Financial Advisor Assistant is a key member of the Skillen Investment Management team providing outstanding client service as they represent the Raymond James Ltd. brand.

Drawing on previous experience, the candidate must have a penchant for administrative tasks, 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 a team player.

Specifically you will:

- Support the strong relationships we have built with our clients by responding to their requests;
- Prepare professional correspondence and reports, documents and files;
- Prepare and process all account documentation and transactions for clients and their accounts; and
- Support various office administration duties.

To qualify for this opportunity you possess:

- High level of professionalism, ability to prioritize and multi-task;
- Post-secondary education preferably in Business Administration or Accounting;
- Excellent proficiency with Microsoft Office particularly Word, Excel, PowerPoint and Outlook;
- Trustworthy, ability to exercise tact and discretion as well as handle confidential information;
- Excellent customer service and problem solving skills;
- Superior verbal and written communication skills;
- Ability to work within deadlines in high-volume, pressure-oriented environment; and
- Canadian Securities Course, Conducts & Practices Handbook must be completed within 1 year from hire date

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 # 21-048 to:**



Suzanne Mathers
Raymond James Ltd.,

E-mail: suzanne.mathers@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 us using the above details and we will be happy to help.

