

RAYMOND JAMES®

ADMINISTRATIVE ASSISTANT

Vancouver – Willis - IFS
Cadence Financial Group
Job Posting # 21-049

Raymond James Independent Financial Services, Cadence Financial Group, is seeking an Administrative Assistant to work in our downtown Vancouver Office.

Raymond James Ltd. is one of 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 at least 12 months previous experience in a financial services firm, the candidate must have a meticulous attention to detail, possess a positive attitude and have exceptional interpersonal skills, as they will be dealing directly with clients. The successful candidate must also be responsible, self-motivated and a team player.

Specifically you will:

- Cover the office phone lines and respond to general inquiries on the phone or in person;
- Work with the team to onboard new clients and accurately prepare all account documentation;
- Process account documentation and liaise with Raymond James back office;
- Send, receive, and distribute all mail, courier packages, advisor mail outs and faxes;
- Review and process all cheques, banking and stock certificates from clients;
- Coordinate office supplies and maintenance of office equipment;
- Maintain tidiness of boardrooms and kitchen supplies;
- Prepare, edit, format and print letters, memos and other materials;
- Perform project based work and a variety of routine office duties as required;
- Schedule and confirm appointments and manage the advisors' calendars; and
- Create and maintain client files (both paper and electronic).

You are an individual with exceptional administrative skills, a dependable nature, and you bring to the role:

- Excellent verbal and written communication skills including a proficiency in English;
- A high level of professionalism;
- The ability to work within deadlines in a high volume team-oriented environment; and
- Meticulous attention to detail.

To qualify for this opportunity you possess:

- Proficiency with MS Word, Excel, and Outlook; and
- Though not required, industry experience is desired.

This full time position includes a very competitive compensation package.



If you are looking for an excellent growth opportunity in financial services, please send your resume and covering letter, **quoting the position and Job Posting # 21-049** to:

Raymond James Ltd.,
Email: tanya.wilson@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 email details.

