

RAYMOND JAMES®

SENIOR SERVICE ASSOCIATE

Burnaby, BC
Job Posting # 21-051

Raymond James is seeking a Senior Service Associate to work in our Burnaby office with the Muir Investment team.

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 a team player.

Specifically you will:

- Communicate with clients and support the strong relationships we have built by responding to their requests;
- Identify, investigate, and resolve client inquiries, administrative errors, etc.;
- Manage all high-level documentation and keep up to date with compliance regulations;
- Communicate internally with various operational and administration departments;
- Prepare professional correspondence and reports, documents and files; and
- Support various office administrative duties.

To qualify for this opportunity you possess:

- Proficient in English, oral and written;
- Minimum of 2 to 5 years of experience working in the investment industry;
- 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;
- Ability to work in a fun and motivating team environment and demonstrate a professional and friendly manner to our clients; and
- Licensing is a requirement for this position including the successful completion of the Canadian Securities Course and the Conduct and Practices Handbook.

We are looking for a great fit for this position that should provide the right candidate long-term opportunities and growth in their career in the investment industry.

This is a permanent 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 # 21-051 by April 30, 2021 to:**

Human Resources
Raymond James Ltd.,
E-mail: 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.

