

**Investment Advisor Assistant (Licensed) (12-Month Contract), Wealth Management –
Vancouver – Job # 3346**

Summary

Canaccord Financial Inc. is a leading independent, full-service financial services firm, with operations in two principal segments of the securities industry: wealth management and global capital markets.

Since its establishment in 1950, Canaccord has been driven by an unwavering commitment to building lasting client relationships. We achieve this by generating value through comprehensive investment solutions, brokerage services and investment banking services for our individual, institutional and corporate clients. Canaccord has 49 offices worldwide, including 32 Wealth Management offices located across Canada. Canaccord Genuity, the international capital markets division, operates in Canada, the U.S., the U.K., China, Hong Kong, Australia and Barbados.

Canaccord Genuity Corp. (Canaccord Genuity), Canaccord's Canadian operations is looking for an Investment Advisor Assistant (Licensed) to join our Wealth Management team in Vancouver.

Responsibilities

- Assist Investment Advisor with processing and confirming high volumes of client transactions;
- Deal directly with all clients, provide quotes and execute trading orders;
- Maintain account lists and compile statistical information and reports;
- Process and follow-up on client documentation for proper maintenance of accounts;
- Assist with servicing existing clients;
- Perform required job duties in a fast paced environment with high demands of quality, accuracy and professionalism;
- Perform various administrative, marketing and customer service duties;
- Provide personal assistance with other projects and initiatives as required.

Skills & Qualifications

- Minimum 2-3 years related work experience as a Licensed Investment Advisor Assistant;
- Completion of CSC and CPH required;
- US Licensing an asset;
- Knowledge of securities industry;
- Intermediate to advanced computer skills: good working knowledge of MS Office programs;
- Excellent communication and interpersonal skills;
- Professional, responsible and ability to work independently;
- Must be detail-oriented and organized;
- Demonstrated ability to meet deadlines and work under pressure with the ability to multi-task;
- Must be hard working and positive;
- Ability to work with employees and clients at all levels is essential;
- Strong initiative and ability to work effectively without supervision.

Qualified applicants are invited to submit a resume and covering letter including salary expectations. All applications will be held in strict confidence.

Please e-mail your application to Human Resources at careers@canaccord.com. We ask that all applicants send their resume in a MS Word document quoting **job # 3346 and title in the subject line**. In order to be considered for employment at Canaccord, candidates selected for interviews will be required to show proof of citizenship, permanent residence or eligibility to work in Canada with no restrictions.

We wish to thank all candidates for their interest but only those applicants selected for an interview will be contacted. No phone calls please. Thank you for your understanding.