



## Compliance Administrator – Vancouver

This year, Odlum Brown celebrates its 99<sup>th</sup> anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 23 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

### CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

### PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

### COMMUNITY

We are serious about supporting the communities where we live and work. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

### PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

### THE OPPORTUNITY

**We have an opportunity for a Compliance Administrator to join our award-winning firm in the Vancouver office.**

Reporting to the Vice President and Chief Compliance Officer, you will play a key role in supporting the Compliance team to ensure adherence to the firm's regulatory requirements.

### RESPONSIBILITIES

- Various aspects of general administration, such as registration of candidates and tracking education credits
- Respond to compliance-related inquiries within the organization
- Assist with the documentation of compliance policies and procedures
- Leverage technology and identify opportunities to streamline processes to increase operational efficiencies
- Assist with the IIROC registration and approval function
- Assist with the administration of continuing education credits
- Provide support with annual firm, registrant and branch securities registration renewals



- Develop and generate new and existing reports
- Collaborate with other departments on a daily basis

## KNOWLEDGE AND EXPERIENCE

- Two to three years of related experience in the financial services or banking industry
- Understanding of Compliance or Registrations experience preferred
- Knowledge of legal documentation processes is an asset
- Exceptional attention to detail with the ability to work efficiently, accurately and manage numerous filings
- Strong interpersonal and relationship-building skills with the ability to work independently and within a team
- Strong organizational skills with ability to prioritize important and time-sensitive tasks
- Self-starter with solid work ethic; eager to learn and take on new tasks and responsibilities
- Intermediate proficiency in MS Office (Word, Excel and Outlook)

Our team is growing, and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to [careers@odlumbrown.com](mailto:careers@odlumbrown.com) by **December 23, 2022**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.