



## Client Services Administrator – Vancouver

This year, Odlum Brown celebrates its 96<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 19 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. 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.

**We are seeking a permanent, full-time Client Services Administrator to join our award-winning firm and to experience our culture. The ideal candidate will have investment industry-related experience, a 'go-getter' attitude and is committed to providing exceptional client service.**

### THE OPPORTUNITY

As a Client Services Administrator you will work in a collaborative environment with various departments in our Client Services team (including Account Transfers, Accounting, Corporate Actions & Taxation, Mutual Funds & GICs, New Accounts & Documents Management, Registered Accounts and Securities).

You have the ability to work in a high-volume, deadline-oriented setting while maintaining accuracy and a high level of client service. You thrive in an environment that requires juggling competing priorities and you are committed to operational excellence by going above and beyond your day-to-day responsibilities.



## RESPONSIBILITIES

- Provide administrative support and processing activities related to Client Services departments
- Support Investment Advisors, Assistants and other Client Services teams in a fast-paced, service-driven environment
- Administer policies and procedures and adhere to department guidelines
- Review, evaluate, recommend and implement new procedures for continuous improvement and operational efficiency
- Establish work priorities to ensure deadlines are met and procedures are followed

## KNOWLEDGE AND EXPERIENCE

- Minimum 2 years of operations experience in an investment firm, or related industry experience
- Keen eye for detail and ability to work efficiently and accurately
- Self-starter with the capacity to work independently, along with flexibility and willingness to assist others
- Strong organizational skills with the ability to prioritize important and time-sensitive tasks
- Excellent verbal and written communication skills
- Proficiency in MS Office (Word, Excel and Outlook)
- Experience with Dataphile or similar bookkeeping systems an asset
- Completion of Canadian Securities Course or other investment related courses an asset

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 [hr@odlumbrown.com](mailto:hr@odlumbrown.com). *This position accepts applications on an ongoing basis.*

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.