



Investment Assistant – Victoria

This year, Odlum Brown celebrates its 97th 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 21 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 currently have an opportunity for an Investment Assistant to join our award-winning firm in the Victoria office.

The ideal candidate is committed to exceeding client expectations and willing to take on challenges and provide input to help grow the team's business.

AREAS OF RESPONSIBILITY

- Various aspects of general administration.
- Coordinating client account documentation and follow-through to account opening.
- Preparation and tracking of account transfers.
- Assistance with client outreach including e-mail, client correspondence and telephone communication.
- Preparing daily, weekly and monthly reporting.
- Execution of mutual fund, equity and fixed income trades.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Post-secondary education.
- Previous administrative/assistant experience in the investment industry would be an asset.
- Intermediate knowledge of MS Word, Excel and Outlook.



- Completion of the Canadian Securities Course and the Conduct and Practices Handbook Course would be an asset; Investment Assistants are required to meet the qualifications necessary to be approved as a Registered Representative.

COMPETENCIES AND PERSONAL ATTRIBUTES

- Strong communication skills.
- Relationship building skills.
- Team-oriented.
- Strong analytical and organizational skills, with the ability to manage multiple priorities.
- Detail-oriented.
- Discipline, drive and accountability.

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 by November 15, 2020.

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.