



New Accounts Administrator – Vancouver

This year, Odlum Brown celebrates its 95th 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.

OPPORTUNITY

We have the opportunity for a New Accounts Administrator to join our team in Vancouver.

RESPONSIBILITIES

- Working with Investment Advisors and Assistants in a fast-paced, service-driven environment.
- Reviewing client account applications and updating client account information.
- Setting up and updating account fees.
- Completing internal review reports.
- Compliance reviews and projects.

KNOWLEDGE AND EXPERIENCE

- New Accounts experience.
- Keen eye for detail and the ability to work efficiently and accurately.
- Ability to prioritize important and time-sensitive tasks.



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- Operations experience at an investment firm.
- Experience with the Broadridge Dataphile platform or similar bookkeeping system.
- Proficient experience working with Excel.
- Experience with the PureFees platform would be considered an asset.
- A team-oriented and self-disciplined individual.

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.

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.