



Securities Administrator – Vancouver

WHO WE ARE

Anchored in our purpose to help clients achieve their financial goals, Odlum Brown has remained an independent, full-service investment firm for over 100 years. Wholly owned by its team members, the firm continues its tradition of leadership in the financial community as one of BC's most respected investment firms.

We are honoured to be nationally recognized as one of Canada's Best Managed Companies and one of Canada's Most Admired™ Corporate Cultures, and to share the achievement of a century in business with our valued team members, clients and communities.

CULTURE AND VALUES

Guided by a set of timeless core values – Clients First, People, Accountability, Independence, Integrity and Community – we are very proud of the vibrant, ever-evolving culture that we have built over the years. These values are the cornerstone of our culture and the 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 – all with diverse backgrounds and experiences to share from around the globe. 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. A recipient of a Canada's Volunteer Award from the Government of Canada, 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 Securities Administrator to join our award-winning firm in the Vancouver office.

WHAT YOU'LL DO

Reporting to the Supervisor, Securities, the ideal candidate is client service focused, detail oriented and driven to provide exemplary support to advisory groups in a fast-paced, regulatory environment.

RESPONSIBILITIES

- Receive and deliver various securities and verify that they are negotiable and tradeable
- Inquire with transfer agents and external contacts on restrictions and conditions of securities deposits
- Transfer securities for non-registered accounts



- Organize and prepare securities to be retrieved from a secure vault
- Provide administrative support and cross-train as required within the Securities department
- Assist internal and external clients at the Client Services counter
- Communicate and answer inquiries from Advisory teams and Operations groups by email and phone
- Participate in monthly, semi-annual and annual audits of securities counts
- Coordinate proxy voting

KNOWLEDGE AND EXPERIENCE

- Minimum of two years of financial services or investment industry experience in Securities preferred
- Undergraduate degree in Finance, Accounting or Business is an asset
- Strong organizational and time management skills, with the ability to prioritize multiple and competing tasks
- Strong client services skills, with a keen eye for detail and the ability to work efficiently and accurately
- Excellent verbal and written communication skills
- Self-starter and continuous learner with the capacity to work independently
- Reliable team player who enjoys collaborating with others
- Intermediate proficiency in Microsoft Office (Word, Excel and Outlook)
- Experience with Broadridge's Dataphile or similar bookkeeping system is an asset
- Completion of Canadian Securities Course (CSC) or other investment-related courses considered an asset

WHAT WE OFFER

A culture of openness, collaboration and respect is foundational to our firm. We are a diverse, driven group of individuals who genuinely care about one another and encourage and appreciate each other's contributions. We believe in rewarding team members and do this by providing a competitive total rewards package that is fair and equitable; mentorship programs; flexible work options; and a variety of professional development opportunities to expand your career. This role has an expected salary of \$45,000 – \$50,000/year, plus the potential for bonuses.

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 role, we invite you to submit a cover letter and resume to careers@odlumbrown.com by **May 31, 2024**.

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.