



Securities Administrator – Vancouver

This year, Odlum Brown celebrates its 99th 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 Securities Administrator to join our award-winning firm in the Vancouver office.

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

- Knowledge of financial services or investment industry in Securities preferred
- 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 (Excel and Outlook)
- Experience with Broadridge Dataphile or similar bookkeeping system is an asset
- Completion of Canadian Securities Institute (CSI) or other investment-related courses considered 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 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.