



## Securities Administrator and Messenger – Vancouver

This year, Odlum Brown Limited celebrates its 98<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 22 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.

### THE OPPORTUNITY

**We have an opportunity for a Securities Administrator and Messenger to join our award-winning firm in the Vancouver head 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 environment.

### RESPONSIBILITIES

- Prepare and distribute incoming and outgoing external mail and internal Branch mail
- Provide messenger service for confidential and high-value documents within the downtown Vancouver core
- Attend and assist internal and external clients at the Client Services counter
- Organize and prepare securities to be retrieved from a secure vault
- Provide administrative support and cross-train as required within the Securities department
- Communicate and answer inquiries from Advisory teams and Operations groups by email and phone
- Inquire with external contacts and Transfer agents to confirm security details
- Prepare monthly, semi-annual and annual audits of securities counts
- Receive and deliver different types of securities and verify that they are in good order
- Coordinate proxy voting



## KNOWLEDGE AND EXPERIENCE

- Knowledge of financial services or investment industry in securities or messenger role preferred
- Strong organizational and time management skills, with the ability to prioritize multiple and competing tasks
- Excellent verbal and written communication and client service skills
- 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

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) by **May 14, 2021**.

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.