



Securities Administrator – Vancouver

This year, Odium Brown celebrates its 96th 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 20 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 to join our award-winning firm in Vancouver. This role reports to the Supervisor, Securities and works closely with our Investment Advisors, Assistants and other departments within our Client Services operations.

As a Securities Administrator you will work in a collaborative, fast-paced environment within the Securities team. Your main responsibility will be to receive, process and release security certificates and cheques. To be successful in this role you must have strong administrative and customer service experience.

RESPONSIBILITIES

- Receive and process securities and release cheques
- Provide customer service to Investment Advisors and Assistants, responding to inquiries in a timely manner
- Attend and assist the Client Services counter
- Provide administrative support within the Securities team



KNOWLEDGE AND EXPERIENCE

- 2+ years' experience in Securities or Client Services departments, within an investment firm
- Exceptional customer service skills with excellent verbal and written communication skills
- Superior data entry skills with the ability to process high volumes of data efficiently and with accuracy
- Strong organizational skills with the ability to manage and prioritize a complex and time-sensitive work load
- Self-starter with the capacity to work independently, along with flexibility and willingness to assist others
- Proficiency in MS Office (Word, Excel and Outlook)
- Experience with the Broadridge Dataphile platform or similar bookkeeping system
- Depository Trust Company (DTC) & Canadian Depository for Securities (CDS) systems experience is an asset
- Completion of Canadian Securities Course or other investment related courses 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 by **April 8, 2019**.

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.