



## Settlements 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 Settlements Administrator to join our award-winning firm in the Vancouver office.**

Reporting to the Supervisor, Securities, you will process settlements for securities. The ideal candidate is committed to client service excellence, detail oriented and driven to provide exemplary support to advisory groups in a fast-paced environment.

### RESPONSIBILITIES

- Monitor to ensure there is sufficient collateral for trade settlements (collateral management)
- Observe Canadian and U.S. funds throughout the day to ensure trade settlement
- Track cash-on-delivery settlements daily, and communicate with the relevant departments



- Verify and process manual transfer positions
- Respond to day-to-day inquiries and requests from internal and external clients in a timely manner
- Participate in cross-training opportunities within the settlements team
- Contribute to continuous improvement initiatives related to best practices, operational efficiency and service levels
- Work closely and collaboratively with team members across the firm

#### KNOWLEDGE AND EXPERIENCE

- Two years' Securities experience with knowledge of trade settlements is required, preferably in the U.S. market
- Undergraduate degree in Finance, Economics or Business
- Experience in collateral management, including processing of pledges
- Must have experience with DTC system, as well as Broadridge's Dataphile or similar bookkeeping system
- Intermediate proficiency in MS Office (Word, Excel, Outlook)
- Strong attention to detail and ability to meet deadlines
- Ability to exercise good judgement and decision-making within a policy and regulatory framework
- Strong client service skills, with a keen eye for detail and the ability to work efficiently and accurately
- Proven organizational skills, with the ability to prioritize important and time-sensitive tasks
- Self-starter with the capacity to work independently, along with flexibility and willingness to assist others
- Ability to take initiative and seek out information and solutions independently
- Excellent verbal and written communication skills
- Understanding of the proxy voting process is an asset
- Completion of the Canadian Securities Course or other investment-related courses is 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](mailto:careers@odlumbrown.com) by **May 24, 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.