

**Investment Advisor Assistant**

**Summary/Reporting Relationships**

This position reports directly to one or more Investment Advisors.

**Responsibilities**

- Deal directly with all clients, provide quotes and execute trading orders;
- Assisting Investment Advisors with processing and confirming client transactions;
- Responsible of customer service (answer the phone, process and follow up on client documentation, send different types of information to customers, etc);
- Assist with servicing existing clients and recruiting new ones;
- Perform various administrative duties as required.

**Skills & Qualifications**

- Completion of CSC and CPH with a minimum of one year directly related experience;
- Well-rounded knowledge of securities industry;
- Intermediate to advanced computer skills: good working knowledge of Microsoft Office programs; Thomson One and Dataphile experience is an asset;
- Must be detail-oriented and extremely organized;
- Must be able to work under pressure with a strong ability to multi-task;
- Excellent communication and phone skills needed.

Qualified applicants are invited to submit a resume and covering letter including salary requirements. All applications will be held in strict confidence.

Please e-mail your application to Human Resources at [montreal\\_careers@canaccord.com](mailto:montreal_careers@canaccord.com).

We wish to thank all candidates for their interest but only those applicants selected for an interview will be contacted.