

**IA Assistant (Licensed), Wealth Management – Vancouver, Job # 3105**

**Summary**

Canaccord Genuity Corp. Canada's leading independent investment firm is looking for a knowledgeable team player to join our Wealth Management team in Vancouver.

**Responsibilities**

- Assist Investment Advisors with processing and confirming client transactions;
- Deal directly with all clients, provide quotes and execute trading orders;
- Maintain account lists and compile statistical information and reports;
- Process and follow-up on client documentation for proper maintenance of accounts;
- Assist with servicing existing clients and prospecting for new clients;
- Explain products and services recommended to clients and answer their general questions;
- Perform various administrative duties and conduct research as required.

**Skills & Qualifications**

- Completion of CSC and CPH with a minimum of one to two years directly related experience & options or US course would be preferable but not required;
- Well-rounded knowledge of securities industry;
- Professional, responsible and ability to work independently;
- Intermediate to advanced computer skills: good working knowledge of Microsoft Office programs;
- Must be detail-oriented and organized;
- Demonstrated ability to meet deadlines and work under pressure with a strong ability to multi-task;
- Must be hard working and positive;
- Ability to work with employees and clients at all levels is essential;
- Excellent communication and interpersonal skills.
- Strong initiative and ability to work effectively without supervision.

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

Please e-mail your application to Human Resources at [careers@canaccord.com](mailto:careers@canaccord.com) & quote the job# in the title.

We wish to thank all candidates for their interest but only those applicants selected for an interview will be contacted. No telephone calls or recruitment agencies will be accepted. Thank you for your understanding.