



Blackmont Capital Inc. (“BCI”)

Title: Compliance Assistant
Business Area: Compliance
Location: Toronto
Employment Type: Permanent Full-Time

Overview:

This position will entail providing complex administrative support for the daily activities of the Compliance Department of Blackmont Capital Inc. (BCI), on a daily basis in a professional manner and under strict confidentiality. The Compliance Department consists of 17 members ranging from Chief Compliance Officer to Compliance Assistant.

Education:

A College Diploma or University Degree is desired.
CSC, CDH desired or to be completed within first year of role.

Qualities:

- Sound judgment and integrity
- Ability to think and act proactively
- Service oriented with an ability to remain professional under pressure
- Self motivated and interested in ongoing learning and professional development

Skills:

- Strong written and verbal communication skills
- Strong interpersonal skills
- Detail oriented with excellent organizational skills
- Ability to prioritize and handle multiple tasks
- Ability to work under pressure and meet deadlines
- Ability to work effectively in a team setting
- Strong computer skills, especially MS Excel, Word, and Outlook

Duties:

- Print and distribute daily reports.
- Maintain and update employee information on Pro Account Data Base
- Drafting and tracking letters sent to regulators/member IDA firms or financial institutions
- Maintain and update other spreadsheets etc. as required
- General administrative duties; set up of files, labels, faxing, scanning and filing
- Assist with Regulatory/CCRA investigations as required.
- Handle, record, track and file Pro Account
- Assist Senior Management as required.
- Back up for other office administrative services

Work Experience:

- Prior experience as an Office Administrative Assistant, and direct Brokerage experience preferred;
- Excellent knowledge of MS Office: Word, Excel, power Point & Outlook;
- Must be a team player with experience providing a high level of customer service;
- Proven ability to work well under pressure and meet strict deadlines is essential;

Reporting to: Chief Compliance Officer

Please send your resume and cover letter to: careers@blackmont.com