



Job Title: Administrative Assistant – Vancouver Branch

Job Description:

- Responsible for general client communication and a full range of securities related tasks
- Preparation and maintenance of client documentation
- Administration of client accounts and respond to general client inquiries
- Preparation of accurate reports and distribution
- Responsible for a full range of administrative duties including: telephone coverage, filing, word processing, photocopying and faxing.
- Assist Investment Advisors on a number of projects
- Other duties as required

Requirements:

- Strong computer knowledge (Word, Excel and Outlook)
- Desire to provide high level of service to Investment Advisor and Clients
- Work well under pressure and meet required deadlines

Education/Certifications:

- University Degree or equivalent experience
- CSC completion is an asset

Attributes:

- Ability to prioritize and multitask
- Ability to deal with varying personalities with internal and external clients
- Strong oral and written communication skills
- Ability to work well in teams

Interested applicants should apply with current resume and cover letter to: careers@blackmont.com.

Please Quote “Administrative Assistant, Vancouver Branch” in the Subject line.

We thank all applicants for applying. Only suitable and qualified applicants will be contacted.