BLACKMONT

CAPITAL™

Job Description

Title: Senior Assistant to Investment Portfolio Manager

Industry: Private Client Group, Investment Management Firm

Location: Toronto (Downtown)

Employment Type: Permanent Full Time

Overview: You will assist the Senior Investment Portfolio Manager and his team with the management of existing investment portfolios and new business development. Your role will involve providing highly responsive and timely customer service to high net worth clients. Responsibilities will include providing investment information, and responding to account inquiries in a timely manner.

The successful candidate will have:

- successfully completed the Canadian Securities Course with current Registered or Investment Representative status
- a solid track record in a fast paced investment management environment.

Experience in dealing with exclusive high net worth clients is **a must**.
Essential skills include:

- exceptional client care skills
- a high degree of responsiveness to client requests
- managing high work volumes within tight timeframes
- juggling multiple priorities
- multi-tasking
- flexibility
- political savvy

We thank all applicants for applying. Only those qualified will be contacted for an interview.

Required Qualifications:

Successful completion of the Canadian Securities Course and current Registered or Investment Representative status.
Knowledge of procedures related to buy/ sell offers form clients and completing

trade tickets.
Current knowledge of daily market activities sufficient to provide/ explain information to clients.
Working knowledge of various quotation equipment and computer software including word processing, spreadsheet and industry specific software.
Excellent oral communication skills.
General knowledge of the financial industry.
Current up to date knowledge of compliance issues.
Organizational/ administrative skills required to perform activities with varying degrees of priority.
Basic understanding of investment portfolios.

Job Responsibilities / Duties:

1. Assist Investment Advisor in the performance of their duties and
    Handle **daily** bond trades.
    Request information and documentation from clients to open accounts.
    Investigate and resolve enquiries and complaints related to accounts and refer to the Portfolio Managers where appropriate.
    Maintain current knowledge of client accounts by reviewing daily computer runs.
    Contact clients whose accounts are under margin and follow up.
    Relay information to the Portfolio Managers regarding new stock and bond issues and
    changes in trading activity.
    Review incoming mail and telephone calls and respond as appropriate.
    Greet client arriving for meetings

2. Perform general administrative tasks:
    Keep appointment books/ agenda for Portfolio Managers.
    Order periodicals, journals and other literature for Portfolio Managers
    Assemble and send presentation brochures to prospective clients **in a timely manner** upon request.
    Receive cheques and securities for credit to client accounts.
    Send **monthly** cheques to clients
    Pay quarterly income tax installments on behalf of clients.
    Review client portfolios monthly to ensure records are in order.
    Maintain client files.
    Input data to automated spreadsheets and databases.
    Monitor all pending registered plan transfers to ensure completion **on a timely basis.**
    Enter buy/ sell order on automated system.

Please apply with your current cover letter and resume to:

careers@blackmont.com