



## Mutual Funds Administrator – Vancouver

This year, Odlum Brown celebrates its 99<sup>th</sup> anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 22 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

### CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

### PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

### COMMUNITY

We are serious about supporting the communities where we live and work. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

### PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

### THE OPPORTUNITY

**We have an opportunity for a Mutual Funds Administrator to join our award-winning firm in the Vancouver office.**

Reporting to the Supervisor, Mutual Funds and GICs, the ideal candidate is client service focused, detail oriented and driven to provide exemplary support to advisory groups in a fast-paced environment. We offer a collaborative work environment, partnering closely with other members of the Mutual Funds and GICs team and other departments within our Client Services operations.

### RESPONSIBILITIES

- Execute mutual fund trades with a high level of speed and accuracy
- Ensure all mutual fund trade revisions are processed accurately and on time
- Monitor and troubleshoot mutual fund orders in a timely manner



- Process commission and trailer fees
- Process and reconcile cash dividend and dividend reinvestment payments in client accounts
- Communicate and answer inquiries from Advisory teams and Operations groups by email and phone
- Liaise and maintain relationships with key contacts

## KNOWLEDGE AND EXPERIENCE

- 1-2 years of experience in a Mutual Funds or Client Services department within an investment firm
- Finance and/or Accounting (or related) education and experience is an asset
- Strong organizational and time management skills, with the ability to prioritize multiple and competing tasks
- Ability to work efficiently and accurately in a fast-paced dynamic environment with a sharp eye for detail
- Self-starter with the capacity to work independently, along with flexibility and willingness to assist
- Reliable team player who enjoys collaborating with others
- Excellent verbal and written communication skills
- Intermediate proficiency in MS Office (Word, Excel and Outlook)
- Experience with the Broadridge Dataphile platform or similar bookkeeping system is an asset
- Completion of Canadian Securities Course or other investment related courses is an asset

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to [hr@odlumbrown.com](mailto:hr@odlumbrown.com) by **May 27, 2022**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

As part of fulfilling our responsibility for a healthy and safe workplace, Odlum Brown's preference is that all team members to fully vaccinated against COVID-19. In addition, we have adopted a "mask preferred" stance within the common spaces of our office.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.