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Vancouver, BC V6J 4S5

2-4515 Uplands Road
Nanaimo, BC V9T 6M8

302-830 Shamrock Street
Victoria, BC V8X 2V1

arbutusfinancial.com

What: Administrative Assistant, Financial Services, Full-time
Where: Vancouver

Arbutus Financial Services (AFS) is a comprehensive financial services firm, serving the needs of individuals, companies, business owners, and their families. Located in Vancouver we have a thriving practice and a fun dynamic work environment with great people. We pride ourselves in holding values that are Professional, Accountable, Committed, and Thorough – this is our PACT. We are world class at what we do, how we treat each other and our clients, and what we contribute to our community. We take our roles seriously and enjoy a joyful team spirit, as we work together to nurture the needs and dreams of our clients. Arbutus Financial is also a proud partner of Navacord, one of Canada's top four commercial insurance brokerages and a leader in wealth and risk management services.

Position Summary

This role is ideal for self-starting, personable, experienced administrators looking to take the next steps in their career paths. This position is for people who are self-motivated and flourish in a positive and fast paced environment.

Responsibilities

- Client service
- Participating in client meeting preparation with financial advisors
- Processing paperwork/follow up for investments and insurance
- File management for physical/electronic file infrastructure
- Managing and maintaining client database
- Investment Administration (Dataphile)

Strengths

- Strong organizational skills
- Strong interpersonal/communication skills
- High degree of accuracy and attention to detail
- Strong Microsoft Office skills
- Resourceful and creative in problem solving

Desired Experience

- 2 years administrative experience
- MFDA/IIROC experience is an asset

Compensation is commensurate with experience and abilities. This includes an attractive base salary, a great work environment, benefits plan and additional individual and team recognition for commitment and performance.

How to Apply

This position will remain open until the right hire is made. Please send your resume and cover letter with your "last name – Administrative Assistant" in the subject line to careers@arbutusfinancial.com. We thank all interested candidates; however, only shortlisted candidates will be contacted. No employment agency calls please.