

Trade Settlement Administrator

Jarislowsky, Fraser Limited is an investment management firm with over 60 years of experience conducting fundamental research and managing assets for pension funds, foundations and endowments, corporations and individuals in Canada and internationally — representing more than CA\$43 billion in assets under management. Our history and culture are rooted in investment stewardship that is expressed through an adherence to quality investing consistent with our long-standing investment philosophy and the advancement of good governance and sustainable investing. Acting in the best interests of our clients is the cornerstone of everything we do. Headquartered in Montreal, we have offices in Toronto, Calgary, Vancouver and New York.

Location Montreal

Purpose

Contributes to the overall success of the Operation department ensuring specific individual goals, plans, initiatives are executed / delivered in support of the team's business strategies and objectives. Ensures all activities conducted are in compliance with governing regulations, internal policies and procedures.

Key Responsibilities

- Champions a customer focused culture to deepen client relationships and leverage broader Bank relationships, systems and knowledge.
- Maintain strong relationships with custodians and brokers.
- Provide prompt and accurate confirmation of transaction details to stakeholders and follow-up rigorously.
- Validate electronic or manual transaction slips to verify that the signature of a registered advisory representative is present.
- Notify the negotiator or the manager of any unsigned activity.
- Match brokers' allowances with the firm's transaction slips.
- Manually download or enter stocks, bonds, money market securities, etc., in the firm's systems.
- Provide brokers with details of allocation of block transactions.
- Prepare and revise transaction confirmations.
- Update settlement instructions in the firm's systems.
- Monitor transactions.
- Document complaints and work with the compliance group.
- Provide ad hoc support in the management of certain client accounts and to prepare weekly search files.
- All other tasks required by the manager.
- Understand how JFL's risk appetite and risk culture should be considered in day-to-day activities and decisions.
- Actively pursues effective and efficient operations of his/her respective areas in accordance with Scotiabank's Values, its Code of Conduct and the Global Sales Principles, while ensuring the adequacy, adherence to and effectiveness of day-to-day business controls to meet obligations with respect to operational, compliance, AML/ATF/sanctions and conduct risk.
- Champions a high performance environment and contributes to an inclusive work environment.

Qualifications

- High-level of attention to detail and accuracy.
- Strong knowledge of the Microsoft suite
- Organized and demonstrating strong management of priorities
- Reliable, with a good sense of judgment.
- Able to work under pressure and manage multiple files at the same time
- Excellent communication skills, both written and verbal.
- Ability to work within a small team
- Bilingual, French and English.

Reporting Relationships

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| Primary Manager: | <ul style="list-style-type: none">• Director of Operations |
| Direct Reports: | <ul style="list-style-type: none">• Nil |
| Shared Reports | <ul style="list-style-type: none">• Nil |

Dimensions

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| <ul style="list-style-type: none">• Provide support to the Operation team. |
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Education / Experience / Other Information

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| <ul style="list-style-type: none">• Bachelor in Business or Economics or another related field.• 3-5 years of work experience in a similar role.• Investment industry experience preferred (Brokerage, Investment or Trust Company).• Strong knowledge of Excel and experience with Microsoft Office Suite. |
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Working Conditions

- Work in a standard office-based environment.

We welcome all applications and wish to thank all candidates for their interest in applying for this position. However, only individuals selected for interviews will be contacted. Please send your CV and cover letter to kcarriere@jflglobal.com