1701 West Broadway
Vancouver BC V6J 1Y3
RGF Integrated Wealth Management Ltd.
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T 604.732.6551
F 604.732.6553
TF 1.800.784.6066
W rgfwealth.com

Administrative Assistant

RGF Integrated Wealth Management, a well-established, financial planning company located in Vancouver, has an immediate exciting opportunity for an **Administrative Assistant** who can provide outstanding organizational and administrative support to a Financial Advisory Team. This is an excellent position for someone seeking a high level of responsibility and wishing to obtain first-class experience in the financial planning industry.

Skills and Requirements:

- Post-secondary degree (BComm/BBA) or Financial Management Diploma from BCIT or equivalent experience
- Canadian Securities Course (CSC) and Conduct & Practices Handbook (CPH) an asset
- Minimum one year of related experience in the financial services industry
- Excellent typing and computer skills - MS Office, database experience
- Proven strong organizational and time management skills
- Detail-oriented with aptitude for numbers
- Ability to multitask and prioritize to meet deadlines in a fast-paced environment
- Exceptional customer service and communication skills
- Ability to work independently and as a team member
- Financial planning, mutual funds, securities, and life insurance knowledge an asset
- Strong desire to help people

Duties and responsibilities:

- Organizational and administrative support to Financial Advisor
- Contact with clients via email, phone and in person
- Client meeting support (assistance with research, analysis, financial plans, client statements, quotes)
- Securities, mutual funds, life and disability insurance processing and follow-up
- Product reporting

To apply, please email your resume with a cover letter, incl. Ref. No. 01092019 to nsia@rgfwealth.com. Remuneration includes a competitive benefits package, education support, RRSP-matching program, Life, AD&D and Disability insurance and an annual paid day off to volunteer in the community. Only those applicants selected for an interview will be contacted. No telephone calls or recruitment agencies will be accepted.

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Established in 1973, RGF Integrated Wealth Management is an independent financial services firm, owned and operated by its professionally qualified financial advisors and portfolio managers. We are dedicated to always serving our clients' needs first while maintaining our long-term view to financial planning, and implementation of comprehensive solutions for our clients. We are renowned for our commitment to providing consistent, quality service.