

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

RGF Integrated Wealth Management is an independent financial advisory firm, owned and operated by its professionally qualified financial advisors and portfolio managers. To learn more about the firm, visit www.rgfwealth.com.

Client Services Associate

For the right person, this is the perfect career opportunity! Competitive pay, benefits and most importantly, the opportunity to work with a great team of people who are committed to professional development.

Your top priority will be to support team members by completing an assortment of administrative tasks that require attention to detail and an ability to find solutions to potentially challenging assignments. Examples of duties include submitting trades and transactions, managing administrative processes, delivering reports to clients and maintaining client records.

This job is best suited to a mature individual looking for a long-term career. Attention to detail, the ability to solve problems and great people skills are a must, along with computer skills and a willingness to learn. Most importantly, we are looking for someone with a great attitude who will enjoy coming to work as much as we do.

As a small business dedicated to the highest levels of customer service, we can only afford to hire the best people. In addition to your resume, please include a single page cover letter describing what makes you the best candidate and why you would like to join our team.

How to Apply

Interested candidates must submit a resume and cover letter to dbaker@rgfwealth.com. Please do NOT try to contact our team through any method other than submission of your resume and cover letter - all other attempts to reach us will not be reviewed.

