



## Compliance Administrator (Contract)

RGF Integrated Wealth Management (RGF) is an independent integrated financial services firm with over 60 people, located in Vancouver. This full-time, in office, contract position is a maternity leave contract with an expected duration of 16 months

### Summary

This role will provide support to the firm's compliance functions, completing assigned duties consistent with established regulatory requirements, standards and timelines. The level of responsibility for functions will be determined based on the experience of the candidate. As part of the corporate team you are responsible for back office support of the firm's financial advisors.

This position is best suited to someone with experience in the compliance area of financial services. Exceptional organizational and prioritization skills and a strong focus on accurate task completion; solid verbal and written communication and interpersonal skills; an ability to quickly and easily learn and enthusiasm to fully participate as a member of a team and contribute to a positive work environment.

### Required Skills, Experience and Education

- Proficiency in a Microsoft environment, including intermediate Word, Excel, PowerPoint
- High level of attention to detail and excellent follow-ups
- Excellent command of written and spoken English
- Minimum typing speed of 50 wpm
- 1-2 years financial industry experience, preferable in the compliance area
- Post-secondary education, ideally Business Administration, or equivalent experience
- Canadian Securities Course (CSC) an asset

### Primary Functions and Responsibilities

- Provide administrative support to Compliance Officer
- Generating compliance reports and administering compliance follow-ups
- Reviewing correspondence to determine compliance baselines are being met.
- Performance of daily trade and account supervision incl. trading blotter review
- Coordinating and tracking various internal supervision requirements
- Compiling documentation regarding compliance issues
- Assisting with the execution and implementation of procedures
- Part of securities operations vacation/absence coverage team
- Part of Reception vacation/absence coverage team
- Scheduling/calendar management/follow-ups
- Other administrative tasks and projects as required

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## How to Apply

To apply for the role, please email your resume with a cover letter to [recruiting@rgfwealth.com](mailto:recruiting@rgfwealth.com) with the subject line 'Ref: 20122 - Compliance Administrator'.

We offer competitive remuneration, including benefits and education support. Only those applicants selected for an interview will be contacted. No telephone calls or recruitment agencies will be accepted.

