



**JOB TITLE:** Portfolio Administrator  
**DEPARTMENT:** Administration, Guardian Capital Advisors LP (“GCA”)  
**REPORTS TO:** Senior Portfolio Administrator (Vancouver) and Director, Investment Operations (Toronto)  
**LOCATION:** Vancouver, BC

**JOB STATEMENT:**

As a part of a 5-person team, the Portfolio Administrator will be responsible for various client reporting responsibilities as well as providing support to four portfolio managers and multiple external advisors. The incumbent will have advanced skills in using Microsoft® CRM.

**ESSENTIAL FUNCTIONS:**

- Providing the day-to-day administration support;
- Preparing and administering Guardian and custodian new account documentation, client contracts, change requests, re-documentation and transfers;
- Working with GCA clients' accountants and tax preparers in helping them understand our mutual clients' holdings and transactions;
- Managing and administering the existing book of business;
- Maintaining client records on the CRM system to ensure data is accurate, current and complete;
- Liaising with the head-office and the custodian to follow-up with the new account process;
- Supporting portfolio managers and referring advisors;
- Preparing regular reports to assist portfolio managers;
- Processing cheques, EFT's, client withdrawal requests, journals and donations;
- Preparing and distributing quarterly statements and year-end tax reporting packages;
- Reviewing tax installments, scheduled contributions/withdrawals, RIF/LIF payments, RESP grants, and management fees; and
- Fulfilling ad-hoc requests from portfolio managers and referring advisors.

**QUALIFICATIONS:**

- University degree, preferably in business, finance or economics
- 3-5 years of investment administration experience, especially dealing with clients and referring agents
- Advanced skills and experience with Microsoft® Dynamics (CRM)
- Successful completion of the Canadian Securities Course
- Strong knowledge of CRA rules and regulations
- Previous work as a book keeper or tax preparer preferred
- Strong time-management and interpersonal skills, and the ability to consistently meet deadlines
- Ability to show initiative and problem-solve
- Ability to multi-task and maintain confidentiality
- Ability to work independently as well as within a team environment
- Excellent written and verbal communication skills
- Excellent knowledge of Microsoft Word, Excel

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@guardiancapital.com](mailto:hr@guardiancapital.com).*

*Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*