GUARDIAN CAPITAL

JOB TITLE: Senior Portfolio Administrator
DEPARTMENT: Administration, Guardian Capital Advisors LP ("GCA")
REPORTS TO: Director, Investment Operations, GCA Head Office
LOCATION: Calgary, AB

JOB STATEMENT:

As a part of a four-person team, the Senior Portfolio Administrator will be responsible for various client reporting responsibilities as well as providing support to four portfolio managers in two locations and multiple external advisors. The Portfolio Administrator will work with the Vancouver Senior Administrator and the Vancouver staff. The successful candidate will receive training and support from the Calgary Team Lead.

Guardian Capital requires all new hires to be fully vaccinated against COVID-19 at least 14 days before the start date (subject only to any approved accommodation).

ESSENTIAL FUNCTIONS:

- Providing the day-to-day administration support;
- Working with the Vancouver Senior Portfolio Administrator and Vancouver/Calgary staff to ensure work is being done for the client portfolio managers in Calgary and also in Vancouver;
- Preparing and administering GCA and custodian new account documentation, client contracts, change requests, re-documentation and transfers;
- Managing and administering the existing book of business on behalf of one or more client portfolio managers;
- Maintaining client records on the CRM system to ensure data is accurate, current and complete;
- Liaising with operations staff and the custodian to follow-up with the new account process;
- Supporting portfolio managers and referring advisors;
- Preparing regular reports and client presentations to assist portfolio managers;
- Processing cheques, EFTs, 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; and
- Assisting in other client administration tasks that may be required.

QUALIFICATIONS:

- University degree, preferably in business, finance or economics
- 5+ years of investment administration experience, especially dealing with clients and referring agents
- Advanced skills and experience with Salesforce
- 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 and Powerpoint

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. Guardian 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 will endeavour to provide reasonable accommodation to personswith 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.