

Job Posting

Position Title:	Junior Operations Administrator	Start Date:	January 2012
Position Type:	FT Contract (3 positions) (Jan 2012 – March 2012)	Location:	Mississauga, ON
Reporting To:	Manager, Operations	Department:	Operations MFDA

Investment Planning Counsel Inc. is an integrated wealth management company focused on providing Canadians with the best in financial products, services and advice to help them achieve their financial dreams. IPC has developed a strategy that marries the needs of the planners with that of the Company. IPC's intent is to be the premier choice among financial planners who are dedicated to serving the needs of their clients. For more information about IPC, please visit: www.ipcc.ca.

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Job Objectives and Summary:

Provide exceptional support services to all Operations area including:

- Filing of all documentation and new account files to the documentation centre
- Support services to all advisors in assisting them and their offices in processing and settlements related matters.

Job Responsibilities:

Provide exceptional support services to all Operations area including:

- Matching faxed and e-mail copies of deposit slips with corresponding deposits in the Winfund trust account
- Follow-up with representatives or their branch administrators regarding missing deposit slips
- Filing deposit slips for easy retrieval when necessary
- Support services to all advisors in assisting them in processing and settlement related matters
- Faxing requests to IPC branch offices regarding deposit slip errors, or missing deposit slips
- Reviewing and entering of Life New Business applications onto W.Insurance
- Assisting Insurance Contracting Administrator with daily tasks
- Filing, sorting of incoming paperwork, faxing as required
- Special projects as they present themselves

Skills and Knowledge Requirements:

- Minimum completion of secondary education; completion of college/university preferred; undergraduate degree in Business preferred
- Minimum 1-2 years of work experience in office setting with focus on customer service
- Knowledge of MS Office (Excel, Word, Power Point, Outlook); very good typing speed of at least 45 WPM
- Excellent interpersonal and people skills; ability to effectively work with people at all levels
- Excellent communication skills (written and oral); ability to communicate clearly and concisely
- Ability to manage multiple priorities across diverse business units; deadline sensitive
- Excellent attention to detail a must
- Must maintain exemplary customer service skills working across a diverse multi-functional business environment with many stakeholders

Working Conditions:

- § Standard office environment; standing, sitting, walking, faxing, filing.
- § Ability to lift/move file boxes from time to time
- § Ability to work overtime hours as maybe required (evenings and weekends)

Please forward your résumé and letter of interest to: Human Resources by e-mail to careers@ipcc.ca.

When applying for this competition, please **specify in the subject line the title of the position** you are applying for.

Additionally, please answer the following questions in the body of your email:

- 1. Number of years of relevant work experience**
- 2. Number of years of work experience in the financial services industry**
- 3. Salary expectations**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.
