

Job Posting

Posting Title:	Junior Operations Administrator	Start Date:	January 2012
Position Type:	FT Contract (2 positions) (Jan 2012 – March 2012)	Location:	Mississauga, ON
Reporting To:	Credit Manager	Department:	Operations IIROC

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 IIROC area by ensuring to file all documentation and new account files to the documentation centre.

Job Responsibilities:

Provide exceptional support services to all Operations IIROC area including:

- Follow-up with representatives or their branch administrators regarding missing deposit slip
- Provide support service to all advisors in assisting them in processing and settlement related matters
- 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 and managing filing system
- Prior experience with managing extensive filing system (paper and on-line)
- Exceptional attention to detail a must
- 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
- Must demonstrate and 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.
