INVESTMENT MANAGEMENT ADMINISTRATOR

ABOUT US

Trinity Family Wealth Advisors is a multi-disciplined team that serves high net worth families holistically in the areas of Financial & Estate Planning, Family Business Succession, Investment Management, Philanthropic & Legacy Planning, and Wisdom for Life. The firm provides counsel based on biblical principles helping clients gain clarity, contentment and freedom in their wealth and stewardship.

Role Location: Remote or Hybrid, if local to Peterborough, Ontario

SUMMARY OF DUTIES AND RESPONSIBILITIES

As the successful candidate, you will be performing administrative and trading tasks as part of our Investment Management Team. This person will ensure client investments are handled accurately, timely, and efficiently.

1. **Investment Management**
   - Prepare marketing materials and proposals for prospect meetings.
   - Manage Trinity's client onboarding process, including drafting personalized client welcome letter.
   - Collect, record, organize and process new client account opening paperwork with our portfolio management partner, including obtaining photo IDs, banking information, existing investment documents, etc.
   - Obtain client information and manage its use in an electronically secure and confidential manner.
   - Maintain and update client compliance requirements as per required timeline.
   - Draft and review client meeting documents, including agenda, follow up from previous meetings, etc.
   - Manage master client investment meeting schedule and coordinate with other departments to maximize meeting efficiency.
   - Draft trading instructions and supporting documents.
   - Update monthly investment performance information and time sensitive marketing materials.

- Monitor trades to ensure they are completed on time and correctly. Resolve challenges with trades with the help of other team members.
- Collaborate with external partners and contacts in our networks with a professional demeaner and able to maintain effective rapport.

2. <u>Other</u>

- Administrative support as needed for other department of the company (vacation coverage, overflow of workload etc.).

SKILLS, ABILITIES & EXPERIENCE

1. Strong organizational skills, fluent in administrative procedures and processes.
2. Great attention to detail; ability to consistently produce excellent quality of work.
3. Ability to manage competing demands, reprioritize and adjust personal and team focus as needed.
4. Ability to manage internal team and external service providers to achieve results by established timelines.
5. Approach is professional, personable and client-centric, loves to go the extra mile to deliver exceptional client care/service.
6. Able to keep information confidential, personally and through various systems.
7. Ability to work effectively with limited supervision and is a self-starter who takes initiative.
8. Preference working as part of a team and being a key player.
9. Excellent computer skills including Microsoft Office applications. Ability and willingness to adapt and learn new systems/software quickly.
10. Excellent communication skills (in person, phone, writing & video conference).
11. Experience working in investment/wealth management back office or compliance is preferred.
12. Adequate analytical and problem-solving capabilities.

COMPETENCIES

1. Missional Focus – recognizes Trinity is a business and a ministry and aligns personal behaviour with the vision, mission, and values of the firm.
2. Ownership Focus – takes responsibility for the role & deliverables they provide, accountable for achieving the results they have committed to.
3. Problem Solving – ability to understand situations, organize the information, identify key factors, and develop solutions.
4. Service Focus – energized by serving and supporting others.
5. Excellence – loves to exceed expectations, desires to continually improve their skills, abilities, and deliverables.
6. Flexibility – willingness to adapt to and work effectively within a variety of diverse and changing situations.
7. Productivity – ability to complete tasks and deliver according to expectations in a demanding role.
8. Fun – enjoys humour and having fun while serving in a professional environment.

QUALIFICATIONS

- Post secondary diploma or degree required.
- A minimum of 2-3 years of administrative experience in financial services, preferably with investment or wealth management, including a thorough understanding of financial products and services.
- Knowledge and/or experience in exempt market segment is preferred.
- Experience as an executive assistant an asset.

Please send your cover letter and resume to info@trinityfamilywealth.ca with the subject line “Application for Investment Management Administrator”.

We thank all applicants for their interest, however only candidates selected for interviews will be contacted.