# JUNIOR ASSOCIATE CONSULTANT
## Guelph, ON

**DAVIES & MAHNKE PRIVATE WEALTH MANAGEMENT** is a leading Southwestern Ontario based team that provides a full range of financial products and services to families, entrepreneurs, professionals and business owners in London, Guelph & surrounding areas. We have been in practice for over 40 years in association with IG Private Wealth Management

Drawing on previous experience in an advisory role, or in the field, you will be responsible providing administrative support, as well as develop, implement support systems for growing the assets of a well-established, client-centric financial planning practice. You must be a self-motivated and disciplined individual with an entrepreneurial spirit who has a passion for business development and client service.

As a member of this practice, you will be mentored by one of the top advisors at IG Wealth Management, and enjoy a friendly work environment, group benefits as well as the opportunity to successfully impact lives and the business. This position will provide opportunities for growth within the practice in line with our team structure career path.

### SPECIFICALLY, YOU WILL:

- Support the Advisor with the ongoing Client Servicing, engaging the Advisor when Client Portfolios require suitability reviews, KYC updates or investment recommendations.
- Arranging Client meetings, answering queries (within limitations of scope of the role), and following up on missing documentation by phone and email.
- Preparing documentation required to open and update Client Accounts in accordance with Regulatory Rules and Recommendations.
- Accurately entering and processing Client Trades (including deposits, withdrawals, transfers, systematic plans) as directed by the Advisor in a timely manner.
- Maintain complete and accurate Client Files and ensuring all Client interactions are fully documented.
- Understand the required documentation and governing rules for all financial account types (i.e., RRSP, TFSA, RESP, LIRA, etc.).
- Stay up to date with Regulatory Guidelines and ensuring Compliance with Regulations in all activities.
- Prepare comprehensive financial plans for use in implementing financial planning strategies using leading edge software.
- Maintain account lists, track client documentation, and explain product, services, and strategies to clients directly.
- Support all business development and marketing activities and strategies.
- Develop client relationships with existing clients.
- Meet directly with clients to execute strategic concepts and further the client relationship.

### EDUCATION, SKILLS & REQUIREMENTS:

- Experience in a financial service advisory firm (required)
- Canadian Securities Course (CSC), Canadian Investment Funds Course (CIFC), Life License Qualification Program (LLQP) or willing to obtain
- Preference will be given to those with an IIROC; LLQP and CFP
- Comprehensive knowledge of procedures for all industry related systems and products
- Post-Secondary Education
- Prior management experience and team leadership
- Project management and multi-tasking skills
- Superior strategic thinking
- Proactive leadership
- Excellent, effective communications skills – verbal and written
- Ability to work collaboratively with all members of the practice
- Advanced knowledge of technology, tools and software
- Proficient in CRM Tools (Sales Force) and Microsoft Office Suite of Tools

### CONTACT US

Please respond with resume to Davies.Mahnke@igpwm.ca
We thank all applicants, however, only those under consideration will be contacted.

Davies & Mahnke Private Wealth Management **Career Opportunity**

WORLD CLASS

Davies & Mahnke Private Wealth Management is affiliated with Investors Group Financial Services Inc., which is a part of IGM Financial and a member of the Power Financial Corporation group of companies. When you work with IG Wealth Management, you enter a relationship backed by an industry leader that Canadians have trusted for 90 years.
We embrace life's new possibilities, and we work with our clients to synchronize their financial plan to all the wonderful possibilities that life offers. A personalized plan is a 'living plan' that adjusts to a dynamic life. We proactively provide scenarios for clarity at every stage that connects one's financial needs now and over their family's lifetime.

MISSION

Davies & Mahnke Private Wealth Management is a firm of experienced and knowledgeable professionals who build comprehensive financial plans using sophisticated strategies designed to meet the complex needs of high net worth families.

www.davies&mahnke.com