

**Company:** Prime Quadrant  
**Position:** Operations: Back-Office Administrator  
**Location:** Midtown Toronto  
**Availability:** Current

**Prime Quadrant** is an investment research and consulting firm that offers a variety of customized financial services that empowers our clients to become more sophisticated investors, ensuring they make well informed and strategic financial decisions. We employ a diverse group of experienced investment professionals that strive to ensure an exceptional client experience on all levels.

### **Job Description**

The position will report directly to the Manager of Operations. The candidate will be primarily responsible for supporting all operations and back-office administration including:

- Executing, coordinating and settlement of client transactions including trade instructions, cash management, documentation, transfers and foreign exchange.
- Liaising and communicating with clients' financial institutions including banks, brokers, agents and custodians
- Reconciling Prime Quadrant systems and records to third party providers
- Facilitation with compliance documentation including KYC & AML
- Assisting with monthly client reconciliation and reporting
- Inputting client data into PQ database for month end client reporting.

### **Qualifications**

- Bachelor's degree, CFP or CSC or similar designations preferred
- One to three years of operations and back-office administration experience in a wealth management or financial services environment
- Strong with Microsoft Office tools, including Outlook and Excel
- Database experience would be an asset
- Excellent verbal and written skills
- Fluent in English

### **Behaviors**

- Ability to work accurately and within a team environment.
- Proactive professional who can work independently with minimum supervision
- Strong communicator who can multi task and work in a fast paced environment
- Detail oriented with strong analytical and organization skills including ability to prioritize
- Regular work hours but someone who is flexible to work early or late as required
- Willingness to learn

### **Compensation**

- Market competitive salary and bonus structure with health benefits.
- Benefits include a performance based year-end bonus between 0% and 15% of base
- Paid statutory holidays, paid vacation days and paid personal days