Investment Planning Counsel™

FINANCIAL SOLUTIONS FOR LIFE

Job Posting

Posting Date:	August 24, 2010	**Start Date:**	September 2010
Position Type:	Contract, 5-6 months	**Location:**	Mississauga, ON
Position Title:	Registration Administrator	**Department:**	Registrations
Reporting To:	Manager, Registrations	**Job Family/Level:**	OS2

Job Objectives and Summary:

The primary role of the Registration Administrator is the performance of a variety of data entry and administrative tasks supporting the Registration Department. This includes the input of regulatory data into IPC's in-house Advisor Information Management System (AIMS), on-going review of the qualifications of IPC's financial advisors seeking registration under the Client Mobility Exemption and out-of-province registrations and handling various projects including the consolidation of dealer-rep codes.

Job Responsibilities:

1. Verify data input into AIMS; ensure accuracy and completeness of the data within AIMS and as recorded on NRD.
    - Business Information to be reviewed in this role:
        - Location of business
        - Contact details (email, phone, fax,)
        - Licenses held (life insurance, mutual funds, securities, mortgage etc)
        - Proficiencies obtain
        - Continuing Education Requirements and Credits Earned
        - Outside Business Activities
        - Corporations and Trade Names
        - Dealer Rep Codes and corresponding Branch Managers
        - Assistants

2. Analyze monthly the Client Mobility Exemption and Out-of-Province Registration report; ensure Financial Advisors continue to qualify for the exemption based on client and asset levels
    - Advise securities regulatory authorities of any changes to Advisor qualification status as warranted
    - Where Financial Advisors no longer qualify for the exemption seek registration in additional jurisdictions as required and reassign clients to approved advisors when necessary.

3. Assist in the execution of various department projects
    - Participate in the initial consolidation of dealer rep codes, gathering and sorting relevant information, contacting representatives, creating supporting records and communicating information to internal and external parties as required

Skills and Knowledge Requirements:

- Minimum of 1 year of work experience in the office environment setting is preferred
- Minimum completion of high school
- Excellent customer service, communication and relationship building skills; good telephone manner
- Good working knowledge of all MS Office programs (Word, Excel, Outlook); very good typing speed
- Excellent organizational and follow-up skills; able to self-manage own tasks/projects
- Excellent interpersonal and team-work skills; must be able to work independently and under minimum supervision as well as part of the team

<u>Working Conditions:</u>

- Standard office environment: sitting, standing and walking; working with computer
- Standard corporate business hours
- Ability to work overtime as may be required (evenings and weekends)

Please forward your résumé and letter of interest to: Human Resources, Investment Planning Counsel Inc. via e-mail at **<u>careers@ipcc.ca</u>**. All applications should be forwarded by **August 31, 2010.**

In the body of your email or covering letter please indicate the following:

1. **Number of years of relevant work experience**
2. **Number of years of industry experience**
3. **Salary expectations**

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

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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.*
