



Operations Manager

Harbourfront Wealth Management Inc. is a fast growing, independently owned firm with offices across Canada. The firm specializes in creating complete wealth management solutions for high net worth clients. We are looking for a qualified Operations Manager to join us in our downtown Vancouver office. The candidate will be an integral part of the management team, with responsibilities that will grow with us.

You will be responsible for:

- Acting as the primary liaison with NBIN, Harbourfront's Carrying Broker
- Establishing and documenting firm operational procedures
- Providing firm wide training and support to personnel on operational issues
- Directing the IA onboarding process, including training and transition support
- Assisting with new branch facilities selection and set up
- Management of operations and process development initiatives stemming from regulatory or other requirements
- Supplier contract maintenance and review
- Other duties and projects as requested

The ideal candidate for this position has:

- ✓ Minimum of 5 years of experience with an IIROC member firm in an operations role
- ✓ Excellent interpersonal and communication skills
- ✓ Strong written and verbal communication skills
- ✓ Solid IT skills (Excel, Word, Outlook, PowerPoint, Brokerage order and Interface systems)
- ✓ Ability to work well under pressure and meet required deadlines
- ✓ Ability to effectively multitask in a fast-paced work environment
- ✓ Effective organizational, decision-making and problem-solving skills
- ✓ Preference given to candidates with securities industry qualifications

If you have any of the following, consider it an asset:

- Knowledge of National Bank Independent Network back office processes, tools and systems

This is an exciting role with great potential for growth. If you are interested in this excellent opportunity, please send an email to: HR@harbourfrontwealth.com

This posting will remain open until a qualified candidate is hired. We sincerely thank all applicants who express an interest in this role, but wish to let you know that we will only be contacting applicants that are aligned with our requirements.