



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

Administrative Assistant - Saskatoon

Job ID	202860-en_US-2791	
Web Address	https://careers.indigenous.link/viewjob?jobname=202860-en_US-2791	
Company	Scotiabank	
Location	Saskatoon, SK	
Date Posted	From: 2024-07-25	To: 2050-01-01
Job	Type: Full-time	Category: Finance

Description

Requisition ID: 202860Join a purpose driven winning team, committed to results, in an inclusive and high-performing culture.As a Regional Administrative Specialist, you will be responsible for providing administrative and operational support to Financial Consultants and Portfolio Managers.Is this role right for you In this role you will:

- Process documentation requests and input transaction requests as directed by Financial Consultants
- Partner with Financial Consultants and Portfolio Managers in booking client meetings
- Respond effectively to all inquiries from current and prospective clients concerning MD products and services
- Respond to last minute requests from Financial Consultants during client meetings
- Maintain a follow-up system for inquiries, complaints, and problem resolution, ensuring that established MD service standards are being met in a timely manner
- Provide support and participate in the research and resolution of client issues
- Complete file preparation for Financial Consultants and Portfolio Managers in advance of client meetings
- Prepare and process new account documentation as required
- Update the database for all client contact, ensuring that all client information & notes are recorded correctly
- Maintain monthly compliance related tasks as required
- Liaise with accountants and third parties as required
- Prepare business correspondence to clients and third parties
- Participate in projects as required
- Provide reception coverage and general office duties

The Must Haves:

- Community college diploma in Business Administration or equivalent
- 2 years' experience in an administrative or clerical position, preferably within the financial services industry
- Proficiency in the use of Microsoft Windows and its applications including Excel, Word, PowerPoint, and MS Outlook
- Working knowledge of CRM2
- Canadian Securities Course (CSC) & Conduct and Practice Handbook (CPH) are considered assets

Do you have the skills that will enable you to succeed in this role ? We'd love to work with you if you have:

- A dedication to client service
- Strong organizational skills
- Strong attention to detail and follow-through skills
- Excellent verbal and written communication skills
- Initiative and are resourceful
- An ability to work independently or effectively within a team
- An ability to manage multiple priorities in a fast- paced environment
- An ability to effectively manage change
- A focus on achieving results

Location(s): Canada : Saskatchewan : SaskatoonScotiabank is a leading bank in the Americas. Guided by our purpose: "for every future", we help our customers, their families and their communities achieve success through a broad range of

advice, products and services, including personal and commercial banking, wealth management and private banking, corporate and investment banking, and capital markets. At Scotiabank, we value the unique skills and experiences each individual brings to the Bank, and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation (including, but not limited to, an accessible interview site, alternate format documents, ASL Interpreter, or Assistive Technology) during the recruitment and selection process, please let our Recruitment team know. If you require technical assistance, please [click here](#). Candidates must apply directly online to be considered for this role. We thank all applicants for their interest in a career at Scotiabank; however, only those candidates who are selected for an interview will be contacted.

For more information, visit [Scotiabank for Administrative Assistant - Saskatoon](#)