

Senior Operations Associate

This is an excellent opportunity to join an entrepreneurial, high growth private client investment management firm in Calgary. Founded in June of 1999, McLean & Partners Wealth Management Ltd. (McLean & Partners) now manages \$1B on behalf of over 450 high-net-worth private clients. As a firm, we manage a high-conviction global equity portfolio with a core focus on dividend growth stocks. To support this we are currently looking at recruiting a Senior Operations Associate to support our firm.

Position Summary:

The Senior Operations Associate is responsible for the day to day maintenance of all facets of client accounts. This position deals/works directly with M&P (McLean & Partners), Carrying Broker: TD Waterhouse Institutional Services, other 3rd party vendors, and partners within M&P. This position ensures information and transactions for clients' accounts are accurately and efficiently processed.

Responsibilities and Requirements:

- Segregated client trades are settled and allocated (breakout) accurately and processed on a timely basis;
- Reconciliation between M&P's in-house Portfolio Management System (Axys) and Custodian system (TD – ISM) is completed on a daily basis;
- Responsible for:
 - Triwest/McKenna Gale Capital calls and distributions are proceeded
 - Uploading client reports to the web
 - Tracking daily and reconciling monthly M&P's Slush account
 - Setup new clients access on M&P's client web report site
 - Setup new client accounts on Axys
- Responsible for M&P's Portfolio Management System (Axys) maintenance/ updating information and generating reports for internal partners of M&P

- Provide coverage for the other functions within Operations (account opening and updates, generating client portfolio reviews, quarterly management fees process);
- Other assigned projects and support contributions to other departments within M&P

Competencies/Experiences/Qualifications:

- Undergraduate qualification in a business related discipline is preferable.
- Industry experience preferred.
- Communication skills, problem solving and team orientation.
- Strong detail orientation with an ability to regularly meet deadlines.
- Committed to professional and personal development.

Reports to: Chief Compliance Officer

Compensation:

McLean & Partners offers a competitive base salary, bonuses and equity participation based on the team and firm's performance, growth and success.

Applicants should forward resume with cover letter to humanresources@mcleanpartners.com.