



JOB POSTING

OPERATIONS ANALYST

The Operations Team is the backbone of our organization. As a member of this team, you'll support the fundamentals needed to provide a seamless client experience.

ABOUT OUR FIRM

McLean & Partners was founded in June, 1999, as a wealth management firm that focuses on client success, and our boutique approach to servicing our clients beyond “numbers on a spreadsheet” remains unchanged. Today, McLean & Partners has a team of 25 professionals who manage over \$1.2 billion in assets.

OUR CORES:

CONTINUOUSLY IMPROVE

We commit to constant learning to perpetually improve ourselves, our processes, and the results we deliver. Our “never-stop-learning” approach includes embracing both successes and bumps in the road as learning experiences.

OWN IT

We operate with unmitigated transparency and honesty, we take personal responsibility and accountability for our commitments and actions.

REFUSE TO GIVE UP

We are disciplined and resilient in our approach.

EXCEL TOGETHER

We draw collaboratively on our collective strengths to operate as an effective team.

SEEK THE TRUTH

We strive to make insightful decisions, based on a thorough understanding of the facts.

WE'RE PART OF THE CWB WEALTH MANAGEMENT TEAM

We draw on each other's breadth of experience, knowledge, and support to deliver the best solutions for our clients. CWB Wealth Management's majority ownership in McLean & Partners gives us strength in operations, and allows us to broaden our financial service offerings. We are also sub advisors of the CWB WM Onyx Mutual Funds.





YOUR ROLE

McLean & Partners vision is to be the wealth management company of choice. Our Operations Team is the backbone of our organization. While it plays a behind the scenes role, it is critical in helping our Client Service Team provide an exceptional client experience.

As a member of the Operations Team, your role is to thrive on the little details. Your primary role will be trading for our pools, digging into our client data to look for breaks, reconciling and mining data that will help us be more efficient and proactive with our client information. You will develop an understanding of the data flow (who, how, where) across the entire firm, and will work effectively and ingeniously with software, smarts, and your dedicated colleagues to create an efficient workplace.

CRITICAL DUTIES AND RESPONSIBILITIES

- Execute buy/sell transactions of shares, bonds and other investment products
- Follow up on trades to ensure proper settlement and delivery by informing the appropriate parties to take the necessary measures
- Resolve trade settlement issues in collaboration with custodians and brokers, always maintaining diplomacy and tact
- Coordinate and action responses to corporate actions and proxy voting with the Research Team
- Perform daily position, cash and other reconciliations, with a goal of resolving breaks same day
- Reconcile trades with broker statements on a monthly basis within specified deadline
- Create/compile ad hoc and scheduled reports, such as RRSP accounts with a specified time frame, proactively monitor performance anomalies, KYC update tracking, etc)



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- Process, monitor and follow up all client account closures (from data input to file storage)
- Maintain all brokerage statements and confirmation files, both electronic and hard copy
- Participate in special projects as required
- Provide backup support to team members

DESIRED SKILLS AND EXPERIENCE

- Possess an expert-level knowledge of Microsoft Excel (Pivot Tables, VLOOKUP, etc) as well as a proficiency in Microsoft Word
- Experience in the financial industry, preferably in an operational/ back office role, for a minimum of three years
- Demonstrated ability to learn new tools and technologies quickly
- Knowledge of any of the following will be considered an asset: PureFacts Wealth, CRM, Versapath, Workbench, RBC Investor Services Online platform, NBIN Compass, Morningstar Direct
- Superior verbal, written, and interpersonal communication skills
- Inquisitive approach with proven problem solving and analytical abilities
- Ability to successfully multitask and prioritize projects
- Exceptional time management with an aptitude to establish priorities
- Entrepreneurial mindset; preference for small but accountable team structure and the ability to take initiatives and find solutions

Reports to Amanda Bateman, CCO and Head of Operations



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COMPENSATION

We offer a competitive base salary and benefits plan, based on industry experience and the responsibilities of the position, as well as the potential for an annual bonus based on meeting and exceeding individual, team and corporate goals.

We encourage interested applicants to review our website and explore McLean & Partners online at www.mcleanpartners.com.

Applicants should send their résumé and cover letter to humanresources@mcleanpartners.com.
