

**Title:** Branch Administrator  
**Location:** Saint John, NB  
**Start Date:** Immediately  
**Status:** Permanent, full time  
**Closing Date:** December 24, 2008



Rice Financial is currently seeking an enthusiastic, client-oriented team player to join our Saint John Office as Branch Administrator. The primary responsibility of this position is to support the Branch Consultants in prospecting new clients and servicing current clients.

**The candidate will be expected to:**

- Serve as the branch liaison with clients, associates and members of the public
- Provide quality client service as per branch client service standards
- Respond to client inquiries
- Support the building of sales as per budget by proactively participating in campaigns and promotions
- Responsible for appropriately referring clients to branch advisors
- Complete maturity calls when assistance is required by the advisor
- Learn specialty service offerings and learn when to provide to advisor to use with clients
- Responsible for the completion of all GIC, Mutual Fund, Seg Fund and Insurance processing within established timelines
- Prepare paperwork for client meetings as requested.
- Complete all required insurance new business processing and in-force policy administration
- Follow up on all transactions to ensure they are processed and completed accurately and inform advisor of any delays or outstanding requirements.
- Ensure that advisor filing is maintained

**The preferred candidate will have:**

- 1 - 2 years of relevant working experience in the financial services industry.
- IFIC license (mandatory/willing to obtain), Life License, and Accident and Sickness License (preferred)
- Excellent analytical, interpersonal and communication skills with strong customer service and problem solving ability.
- An ability to work under pressure in a fast-paced, multiple project environment.

Please forward a resume of your qualifications and experience stating your salary expectations in confidence to:

Rice Financial Group Inc.  
Attn. Kara Peterson  
Director, Human Resources  
Email: [careers@ricefinancial.com](mailto:careers@ricefinancial.com)

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