

Rice Financial Group Inc.

Title: Manager, Financial Services Processing
Location: 491 Portage Avenue, Winnipeg, MB
Start Date: As soon as possible
Status: Full-time, permanent
Closing Date: November 7, 2008



Rice Financial Group Inc. is currently seeking a detail-oriented individual who enjoys a challenge to join our administration department as Manager, Financial Services Processing.

The Manager, Financial Services Processing is responsible for the overall direction and development of the Financial Services processing team.

The candidate will be expected to:

- Responsible for the timely and accurate processing of financial services administration data
- Development of the team to ensure the team, processes and platforms meet industry standards
- Ensure team delivers service excellence
- Support staff in resolving escalated issues
- Ongoing review of processes and workflows to maximize efficiencies
- Develop and maintain standard policies and procedures for department
- Ensure practices and procedures remain compliant with all regulatory bodies
- Review and complete daily, weekly and monthly audit reports
- Provide regular communication to advisors on system enhancements, process enhancements, changes in legislation and fund company announcements
- Responsible for tax reporting on self-directed plans to our clients and CRA

The preferred candidate will have:

- Minimum 5 to 7 years experience in financial services industry, with a minimum of 3 years supervisory experience
- Knowledge of tax reporting on self directed plans required
- Mutual Funds Operations Course required
- Post secondary education preferred
- A dedication to superior customer service
- Exceptional oral and written communication skills
- The ability to be forward-thinking, highly motivated, extremely adaptable to change, and a self-starter
- An ability to work under pressure in a fast-paced environment when faced with competing demands

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

We thank all applicants for their response but only those considered for an interview will be contacted