

We're Investors Group – a Canadian leader in providing personal financial planning services, and dedicated to building lasting client relationships. This is your opportunity to build a career with a leading organization where you can learn, grow and thrive both professionally and personally.

Our vision is to improve our clients' financial well-being.

At Investors Group:

- We relate to our diverse clients through **comprehensive planning**
- In all of our endeavours we are **diligent in our efforts**
- We respect each other and the communities we serve by being **people who care**

If you share our vision and values, we'd like to hear from you.

Operations Services is responsible for the delivery of outstanding customer service to both internal and external clients. The Data Integrity Group within the Operations Services Division is a strategic team responsible for demonstrating a high standard of quality and professionalism overseeing all control and risk management activities such as Administrative Risk Controls and Regulatory activities and to identify areas of improvements within the Department.

The main responsibility of the **Data Integrity Administrator** is to perform day to day risk management activities, to monitor and verify client/consultant data, to identify error trends, to assist the Plan Specialists. In order to mitigate financial risks there are critical timelines that must be strictly adhered to. This role involves analysis to identify areas of improvement and a deep knowledge of the different systems currently used for the administration of all the products offered.

Responsibilities include:

- Improving the integrity of client data through continuous verification of client account information
- Identifying areas of improvement to increase accuracy and efficiency of processing within Operations Services
- Research of transactions and account information and processing on our Client Databases
- Resolution of exceptions as identified through daily review of various reports
- Assist the plan specialists with plan specific internal reviews
- Completing reports and projects as assigned within established deadlines
- Assisting service teams with daily workflow as required

Qualifications:

- Minimum of 2 years experience in related field
- Post secondary education or equivalent
- Ability to multi-task
- Detail oriented and has strong analytical and problem solving skills
- Ability to work independently as well as a team
- Proficient in Excel, Word and Access
- Excellent written and verbal communication.
- RESP knowledge

Additional Information:

- Overtime may be offered during peak periods. Willingness to learn and assist other units as time permits.

To apply for this position, send a cover letter and resume, indicating the position title, to: resumes@investorsgroup.com.
Deadline for applications is **September 28, 2015**.

We thank all applicants, however, only those under consideration will be contacted.