FirstOntario CREDIT UNION

Job Description – Investment Specialist

Division: Wealth
Reporting to: Director, Wealth Management
Career Level: Staff
Pay Type: Salary plus Variable

Job Overview

The Investment Specialist acts as a primary Wealth contact and is responsible for providing sound investment advice that increases Wealth related assets and revenue while being actively involved in business development initiatives that increase the visibility of FirstOntario Wealth in the market.

Role

In the role, you will…

- Be a natural relationship builder with new and existing members by conducting discovery interviews, identifying their goals, developing an appropriate financial plan and making recommendations
- Truly believe in FirstOntario Wealth products and services and be able to communicate to members and future members how we can improve their financial lives
- Be a trusted advisor to your members and provide credible investment advice through dedicated support and service that lead to increase share of wallet targets
- Proactively identify areas of opportunity within sales targets in a timely manner and develop and implement action plans to close any gaps
- Effortlessly build and maintain close working relationships with internal business partners across the organization to support the achievement of organizational objectives and strategic goals
- Develop and implement an effective plan to keep existing investment business on the books and consolidate members' wealth assets from other financial institutions to FirstOntario Wealth
- Stay well connected with members through a variety of communication channels including but not limited to text, email, video conferencing and online chat to better service our members and uncover their needs
- Be available to meet with members at their convenience, in branch or an outside location of their choosing
- Actively participate in special business events to raise visibility and present FirstOntario as the financial institution of choice
- Accurately keep record of member files and provide meaningful stories of member activities and results through regular reporting
- Diligently complete documentation related to member needs and requests, including the Book of Record system, planning softwares, contact management system(CRM) and other programs
- Seek to support the member's financial portfolio by referring to internal divisions including but not limited to the core banking unit, Private Wealth (where appropriate)insurance and estate planning services
- Be a strong presence in the communities which we serve to demonstrate FirstOntario's commitment to Corporate Social Responsibility
- Actively align brand, marketing and member experience to create an overall FirstOntario feel
- Consider health & safety as a primary concern to ensure the safety of self and others
- Perform other duties as required

Required Skills

Within your skills and qualifications, you will…

- Have a sound business acumen which you built from the ground up with a post-secondary diploma or degree in business, economics or a finance related field or an equivalent combination of education and experience
- Hold a valid Mutual Funds Licence or Securities Licence and have at least two (2) years' experience as a licensed representative
- Be proud of your PFP or CFP designation, or currently pursuing your designation
- Be overly detailed oriented and accurate by keeping accurate records of transactions and detailed notes about client interactions and conversations
- Demonstrate with enthusiasm your sales/business development experience within the wealth management industry
- Be so very sales-oriented that it is inherent in your nature and personality
- Keep current on financial trends and changes in the investment industry by following financial press, news articles and market commentary
- Be confident your sales management skills in setting and monitoring sales targets, plans, pipelines and activities which lead you to success
- Be extremely well-versed in the world of investment planning, mutual funds, financial products and services, customer service, and enjoy sharing your expertise with members, coworkers, and branch staff
- Be experienced at taking initiative, assessing requirements, developing plans and taking the lead in making plans for our members a reality
- Enjoy the flexibility to travel and work irregular hours which may be required to accommodate Member meetings, networking and community involvement
- Appreciate the need to work independently while supporting team members and organizational objectives
- Be quick to respond to requests for service from all of your members
- Enjoy the challenge of an evolving position with the desire to make it your own
- Genuinely care about the financial well-being people, regardless of their net worth
- Inherently demonstrate a high level of integrity and be trustworthy
- Be more than approachable with your superior interpersonal skills
- Innately demonstrate superior written and verbal communication skills, as well as public speaking skills
- Use your courage to take action in difficult and challenging situations and deal with uncertainty
- Be aware of and mitigate enterprise risk factors and ensure compliance with applicable compliance regulations, legislation and FirstOntario policies and procedures
- Be extremely comfortable using a computer particularly MS Office
- Embrace the philosophy of lifelong learning and be excited to complete the Canadian Securities Course (CSC) and Conduct & Practices Handbook Course (CPH) within a reasonable time, if required
- Sincerely show in every aspect of what you do that you are a great employee and dedicated team member of the fastest growing Credit Union in Canada

Accommodations for persons with disabilities are available upon request during the application process.