



## **Compliance Operations Officer Vancouver B.C.**

Leith Wheeler Investment Counsel Ltd. is offering the right candidate an opportunity to join its Compliance Operations Team, reporting directly to the Chief Compliance Officer. We are looking for an individual who is familiar with the Canadian regulatory environment and who is assertive, detail-oriented, a problem solver, and can work with deadlines. The successful candidate will be responsible for the implementation and monitoring of various aspects of compliance across the firm.

### **Job Description:**

- Ensure that our firm continues to develop and implement the policies and procedures that will keep Leith Wheeler at the forefront of this important area.
- Coordinate the various compliance projects across the firm.
- The review of and compliance with the investment policies of the firm's products and our clients' statements of investment policies and guidelines.
- The review and approval of all documentation around account set ups and client contracts as well their ongoing monitoring.
- Maintaining the registration for the firm as well as the professionals with the various regulatory and reporting agencies. Monitoring and updating firm wide operating policies and procedures in the area of compliance, complaints, and trading.

### **Job Qualifications:**

The preferred applicant will be well versed in the Canadian Regulatory environment with a minimum 2 – 3 years of compliance related experience. To be eligible for consideration, candidates must have the Canadian Securities Course and have passed level II of the Chartered Financial Analyst program. Candidates should have experience in various compliance programs and be proficient with Microsoft Office programs such as Excel.

### **Company Profile:**

Leith Wheeler Investment Counsel Ltd. is an employee-owned investment counsel based in Vancouver. We manage over \$9 billion of assets on behalf of pension, foundation, corporate and individual clients across Canada.

Thank you in advance for your interest. However, only those applicants under consideration will be contacted.

***For more information, please contact, in confidence,  
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