



<https://intscanada.com/job/operations-analyst-2/>

Operations Analyst

Description

Requisition ID: 181797

Join a purpose driven winning team, committed to results, in an inclusive and high-performing culture.

Hiring organization

INTS Consulting

Date posted

2023-07-21

Accountabilities

Supporting various initiatives that are covered by the Complex Accounts team which may include:

- Database support, regulatory and documentation support for items such as AML/ATF, FATCA, QI and CRS initiatives.
- Providing direction, guidance and support to the field as it relates to documentation requirements for the on-boarding of new & existing client accounts
- Provide onboarding support for new-recruit Advisors to Scotia McLeod
- Accurately inputting data into designated systems (AML Database, Host on Demand)
- Liaising with Branches, Advisors and Assistants and other departments , such as Compliance, Legal, AML and the EDDU
- Ensuring all operational and support issues are escalated to the Manager as needed.

Education/Experience

- Knowledge of operational processes used in support of Wealth Management's businesses
- Strong verbal and written communication skills and well developed relationship-building skills
- Ability to work in a calm and positive manner in a fast paced environment with volumes dictated by branch demands, seasonal peaks and campaigns.
- Ability to take initiative, work independently and exhibit professionalism.
- Strong analytical and problem solving skills with the ability to make critical decisions quickly and with minimal direction.
- Excellent computer skills (proficient in MS Excel, Access) along with a strong working knowledge of the data network systems used by the department, including Broadridge, OAM, SCORE, and Salesforce.
- Ability to work under pressure due to conflicting priorities and heavy volume
- Self-motivated, confident and capable of working both independently and in

