



MacDougall, MacDougall & MacTier Inc.

Service to investors since 1849

POSITION: Margin administrator – Montreal

Permanent position

Reporting to the Operations Supervisor, the Margin administrator reviews and approves requests submitted by Investments Advisors and Sales Assistants to effect various transactions within client accounts. The Margin Administrator is responsible for monitoring client accounts to ensure that margin/credit policies are adhered to and that any deficiencies are reported and followed up for resolution. The Margin Administrator also processes several types of transactions within client accounts, based on instructions submitted by the Investments Advisors and Sales Assistants.

Key responsibilities include:

- Review and authorize cash withdrawals from client accounts (example cheques, wire transfers, EFTs and drafts).
- Review daily reports to monitor margin/credit deficiencies.
- Issue “margin calls” as required and memo accounts for follow-up.
- Review and approve instructions submitted by other areas of Operations.
- Process various transactions within client accounts (example Funds conversions, transfer of assets, etc.)
- Interact with Investments Advisors and Sales Assistants on a daily basis with respect to completion of instructions, maintenance of accounts and problem resolution.
- Interact with Compliance Department staff with respect to adherence to policies and procedures.
- Maintain documented departmental procedures.
- Perform other functions within the operations department as the need arises.

The ideal candidate possesses the following:

- Secondary V minimum.
- 2 years experience in the brokerage industry is an asset.
- Canadian Securities Course is an asset.
- Accounting skills
- Strong analytical and problem-solving skills.
- Strong interpersonal and communication skills.
- Team player
- Bilingual