

Job Description

LICENSED ASSISTANT

October 2026

POSITION OVERVIEW

Our team is looking for a professional, motivated individual to join our growing financial planning practice. The current position offering is that of licensed assistant to Nicky Trasias, CFP®. Please see below for a description of the role and its requirements.

ESSENTIAL WEALTH GROUP

129 Park Street
Waterloo, ON N2L 1Y4
(519) 340-1382

info@essentialwealthgroup.com
www.essentialwealthgroup.com

DELIVERS A HIGH LEVEL OF CLIENT SERVICE BY:

- Supporting advisor with the review of client portfolios to ensure alignment with risk profile and applicable investment programs.
- Gathering research and product information from internal and external sources.
- Entering client trades as directed by client and/or advisor.
- Staying up-to-date with regulatory rules and trading activities regarding client accounts.

ENSURES EFFECTIVE CLIENT ADMINISTRATION BY:

- Following up with clients on missing documentation as per industry regulatory requirements
- Maintaining client files and information.
- Ensuring daily trades and system account entries are timely and accurate.
- Responding to client inquiries in a professional and responsive manner.
- Resolving issues and implementing client transactions expeditiously and accurately.
- Issuing instructions for client withdrawals, deposits, swaps and transfers.
- Ensuring all client interactions are accurately documented.
- Understanding the required documentation for all client account types.

SUPPORTS THE GROWTH OF THE ADVISOR BUSINESS BY:

- Assisting in idea generation.
- Reviewing daily commission reports and following up on unpaid commissions.
- Preparing, analyzing and presenting reports, marketing concepts, insurance plans, annual trading summary, etc.
- Recommending ways to provide additional value to clients and increase office efficiencies.

CONTRIBUTES TO THE EFFECTIVE FUNCTIONING OF THE TEAM BY:

- Building effective working relationships across the team and with corporate head office.
- Maintaining a high level of client service standards.
- Facilitating a culture of open and honest communication.
- Actively participating and contributing to team meetings.
- Encouraging the generation of new ideas and process improvements.
- Actively sharing knowledge and experience to enhance the development of all team members.
- Committing to professional development.

KEY SKILLS AND ATTRIBUTES

- Attention to detail: Keen eye for accuracy in trades, account entries and client documentation.
- Detail oriented: Thorough and organized in maintaining client files and meeting regulatory requirements.
- Critical thinking: Able to assess situations, spot issues and recommend sound solutions.
- Initiative: Proactively anticipates needs, takes ownership of tasks and moves work forward without constant direction.

QUALIFICATIONS

- Preferred: Degree or Diploma in business related fields or equivalent work experience in the financial services or insurance industry. Minimum 3 years experience.
- Preferred: Completion of the Canadian Securities Course (CSC).

TO APPLY

To apply, please email your resume and cover letter to info@essentialwealthgroup.com.