



## **Account Manager / Client Service Representative**

Job Type: Full time

In Office/Remote

Location: Beautiful Ottawa, ON, CANADA

CAPCORP is an industry leader providing trusted advice to our financial planning and employee benefits clients. Our team specializes in offering unique, comprehensive, solutions and support to companies in a wide range of industries. As an Account Manager you will ensure and establish strong enduring relationships with the clients and advisors you work with. You will provide industry leading advice and service to valued CAPCORP clients in connection with the various financial solutions we implement.

### **You Are:**

- Looking for a career with a great company that values your unique contribution but also believes in building an amazing team
- A strategic thinker: you know that an idea isn't the end of the journey but really just the first step.
- Organized with the ability to multi-task.
- Able to work independently as well as part of a strong dynamic team.
- Proficient with MS Office programs and the ability to learn and use other applications quickly.
- Knowledgeable in the financial services industry OR a university graduate looking to embark on a new career.
- Fun and have a positive attitude.

### **You Will:**

- Compliment our Advisor team in the delivery of our market-leading financial solutions in the areas of Employee Benefits, Wealth Management and Insurance Planning.
- Work with clients directly and independently to meet their needs, solve their problems and continually reaffirm their belief that we are the best in the business!
- Meet the significant administration requirements that often accompany the financial services industry – You don't love paperwork.....but you know it is important to get it done!

### **Other desirable skills and abilities:**

- Those with a university degree and bilingual in French/English go right to the top of the list!
- We value intelligence and big thinking
- The CEBS or GBA designation
- Additional training and experience in group insurance

### **What makes CAPCORP a great place to come to work?**

- Comprehensive benefits package
- RRSP matching program
- A focus on a healthy workplace - our Work "n" Well initiative adds fun while improving your mind, body and spirit
- Planned social outings end events throughout the year
- Flexible hours and time off during the holiday season

Please forward your resume to: [jmcknight@capcorp.ca](mailto:jmcknight@capcorp.ca)