

## CLIENT SERVICE ASSOCIATE

In this age of robo-advisors, we still believe in developing authentic relationships with clients, and providing outrageous levels of service and care. If you believe, come join our team!

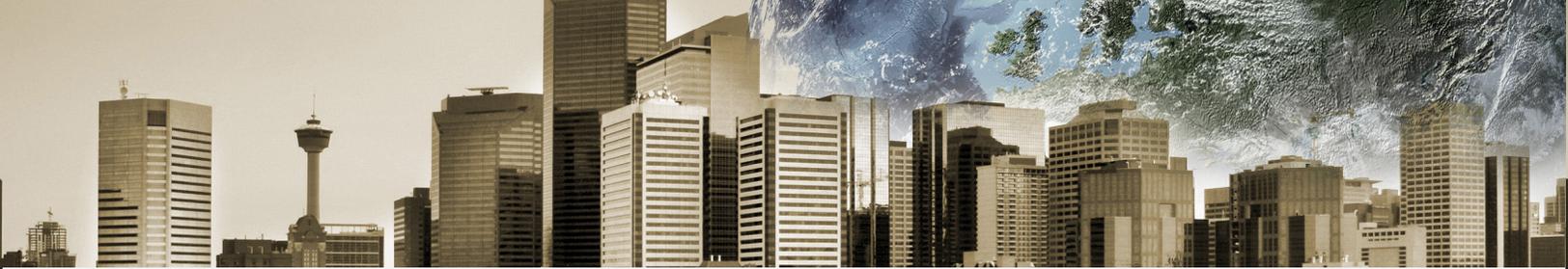
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### ABOUT OUR FIRM

With a 17-year history, \$1.2 billion of assets under administration, and a team of 23 professionals, McLean & Partners Wealth Management is one of the premier wealth management firms in Western Canada.

At McLean & Partners, we take a measured and long term approach to investing. We obsess over the fundamentals of the businesses in which we invest, and are not afraid to make out-of-consensus calls to create wealth for our clients. Our clients have entrusted us with their financial well-being - we do not take this trust lightly. This fundamental approach also extends to our client relationships. We have a fundamental understanding of the needs of these high net-worth individuals, because we take the time to develop and nurture closer relationships with them to better understand what their future holds. Only then can we provide our clients with customized investment solutions that fit their unique needs and goals.

McLean & Partners is proud to be an independently managed and operated subsidiary of the Canadian Western Bank Group (CWB). Our vision is to be the wealth management company of choice for all stakeholders, and the nature of our relationship with CWB allows us to work towards achieving this goal. Operating independently provides us with the flexibility and freedom to execute upon our strategic plans; while having the backing of CWB lets us reach a significantly larger client base across Western Canada. Working together ensures that both McLean & Partners and CWB can continue to grow our businesses, and our clients' wealth, well into the future.



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## OUR PRIVATE CLIENT TEAM AND YOUR ROLE

We are looking for someone who has an obsessive passion for client care, relationship building, and providing the highest standards of administrative service to high-net-worth clients, on a wide range of wealth management and investment strategies. Our 'team-of-teams' approach allows us to deliver a level of client service that has a reputation of its own. Our Private Client Team consists of three investment professionals, supported by a team of four client-service associates. Proactive service and customized communication are important and fundamental hallmarks of our overall client-service model.

The ideal applicant will be responsible for fostering high touch relationships with our clients. Your passion and focus for the client should come from a deep understanding and appreciation for the trust they have placed in us. Our clients investments aren't just a collection of numbers on a spreadsheet. They are children's educations. They are safeguards against the unexpected. They are years of retirement vacations. They are, quite literally, their future.

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## CRITICAL DUTIES AND RESPONSIBILITIES

- Developing authentic relationships with clients, by providing outrageous levels of service and care.
- Proactively organizing all aspects of the Client Portfolio Manager's client relationships - F.O.R.M, setting appointments, following up on documentation, participating in marketing and business development initiatives.
- Assisting clients and Portfolio Managers with their trading and administrative requirements including spreadsheet development and the development and documentation of client financial plans and investment policy statements.



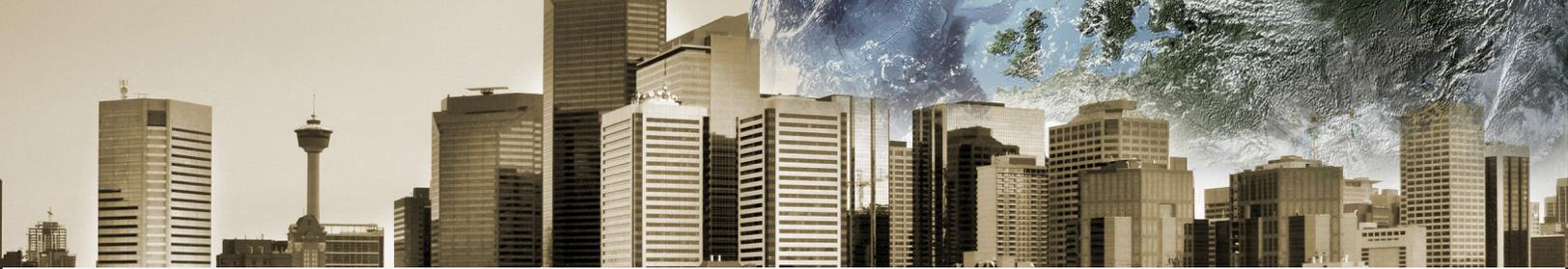
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- Working collaboratively with client accountants during tax time - providing tax slips, statements and tax packages, and troubleshooting client and accountant questions.

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## DESIRED SKILLS AND EXPERIENCE

- The ability, passion, and skills to proactively administer and service 100+ high net worth clients.
- A proven track record of successfully building relationships with clients
- Strong communication skills and the ability to work productively within a team and ownership culture.
- Proactive self-starter.
- Very strong knowledge of the investment industry, and the client service component of that; documentation, compliance and trading.
- Current registration in an IR or RR capacity with IIROC is strongly preferred.

Reports to: Manager, Client Relationships



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## COMPENSATION

We offer a compensation structure consisting of two elements: base salary and participation in our corporate performance bonus pool. The base salary will be based on industry experience. We are an evolving and entrepreneurial private investment firm, and we believe that a key to achieving our vision is employee ownership in the firm. As a key cultural driver, and with the full support of our partner company, Canadian Western Bank, we are happy to offer equity ownership to those individuals that help us achieve our vision.

We encourage interested applicants to review our website and explore McLean & Partners online at [www.mcleanpartners.com](http://www.mcleanpartners.com).

Applicants should send their résumé and cover letter to [humanresources@mcleanpartners.com](mailto:humanresources@mcleanpartners.com).