



GFI Investment Counsel Ltd.

Preserving and growing family capital™

GFI Investment Counsel Ltd.
45 St. Clair Ave. W., Suite 1000
Toronto, Ontario M4V 1K9
Tel: 416.488.8825
Toll-free: 866.955.5300
Fax: 416.924.6986
www.gfiic.com

Opportunity

Client Service Associate

GFI Investment Counsel Ltd. is a private investment counsel founded in 2007 that provides customized investment management and financial planning services to high-net-worth families, foundations and corporations. GFI is focused on providing superb service and investment performance to our clients. Our office is located at Yonge and St. Clair in Toronto.

GFI is in search of a **Client Service Associate** who can offer support to our advisors and coordinate and liaise with clients regarding all questions and concerns. If you are looking to expand your administrative skills in the financial industry and work with a small, dynamic team with an opportunity for advancement, send us your resume.

Responsibilities:

- Support the delivery of high-quality client service by ensuring client needs are responded to in a timely, accurate and professional manner
- Provide administrative support to advisors
- Engage with GFI clients to address and/or direct incoming requests
- Prepare, review and file general client files, meetings and reviews
- Ensure overall client satisfaction through various administrative duties and general office functions

Required Skills & Experience:

- Post secondary education
- Administrative or client service experience (in financial services an asset)
- Strong relationship management skills and ability to identify and address client needs
- Extreme attention to detail
- Passion for client service
- Strong communication and organizational skills
- A dependable and adaptable team player with a passion for improving general office practices
- Proficiency in CRM systems (e.g., Dynamics 365, Salesforce, or similar) is considered an asset

Please e-mail your resume to careers@gfiic.com to be considered for this position. Only those candidates selected for an interview will be contacted.