

Financial Assistance Officer (NOC 13100)

VION FINANCIAL SERVICE CORP.

Job ID
40313

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LOCATION	DATE POSTED	EXPIRY DATE	
Unit 205, 1700 W 75th Ave, Vancouver, British Columbia V6P 6G2, Vancouver, BC British Columbia	09-06-2026	06-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$37 per hour; 35 hours per week	2 years to less than 3 years	College/CEGEP

Job Details

Employer: VION FINANCIAL SERVICE CORP.

Position: Financial Assistance Officer (NOC 13100)

Work Hours: 35 hours/week

Hourly Rate: \$37.00/hour

Vacancy: 1

Work Location: Unit 205, 1700 W 75th Ave, Vancouver, British Columbia V6P 6G2

Terms of Employment: Full-time; Permanent

Language of Work: English

COMPANY PROFILE

VION FINANCIAL SERVICE CORP. was founded by three top members of the Global Million Dollar Round Table. It is a well-known financial planning company, with service areas covering several provinces, including British Columbia, Ontario, Alberta, and Saskatchewan. The company is committed to becoming the most trusted value-based financial and tax management service provider in Canada. We're seeking a Financial Assistance Officer to help support our growing business.

HOW TO APPLY

If you are interested in this position, please email your resume to teamadmi.hr@gmail.com. Please include "Financial Assistance Officer." in the subject line.

We thank all applicants for their interest. Only those selected for an interview will be contacted. No phone calls or walk-ins please.

Job Description

KEY RESPONSIBILITIES

- Coordinate administrative tasks for over 60 licensed financial advisors, ensuring they have the tools and resources necessary to deliver top-tier financial services to clients.
- Manage office administrative procedures, regularly reviewing and refining processes to enhance operational efficiency across multiple service areas.

- Establish work priorities, and ensure deadlines are met and procedures followed by the team to maintain high-quality service standards.
- Administer policies related to the release of records, ensuring full compliance with government access and privacy regulations while supporting the needs of our large advisor base.
- Maintain internal administrative systems, including shared file structures, administrative records, standardized office forms, task follow-up records, client document tracking records, and document control procedures.
- Administer internal procedures related to the management, release, and control of advisor records, client service files, financial service documents, compliance-related correspondence, and business records in accordance with company policies and applicable privacy requirements.
- Coordinate key office services to support a functional and well-maintained workspace for financial advisors and office staff.
- Conduct analyses on budgeting and administrative operations, assisting with the preparation of the operating budget and financial controls for the office.
- Compile data and prepare reports, manuals, and correspondence, contributing to informed decision-making and supporting the broader administrative needs of the firm.

JOB REQUIREMENTS

- Completion of a college diploma or higher education is required; post-secondary education in business or a related field is preferred.
- Minimum 2 years of experience as an administrative officer or in a comparable officer-level administrative role, including experience coordinating administrative tasks and supporting a large team, department, or group of professionals, is required. Experience in a financial services or insurance environment is an asset.
- Strong organizational, communication, and multitasking skills.
- Familiarity with budgeting, financial reporting, and administrative management.
- Ability to delegate, prioritize, and oversee tasks while maintaining high operational standards.
- Knowledge of privacy regulations and records management procedures is an asset.