

2024 Canada Branch Office Administrator (BOA) Full-Time

Edward Jones is based on a legacy of partnership, and as a privately held firm, we share our success with our associates.

Financial security

Bonus opportunities

- BOA — Trainee milestone: BOA Trainees (full and part time) are eligible for a milestone bonus based on the performance rating provided by the FA in the Milestone review.
- A BOA: Trainee's status is changed to BOA upon confirmation that they have completed all their required onboarding courses.
- Branch profitability bonus: is based on the individual profitability of the Financial Advisor/Branch, profit margin and overall success of the firm. The Financial Advisor determines the allocation to recognize the BOA's contribution to the success of the branch. The Firm matches dollar for dollar, up to 10% of a branch's total bonus and Financial Advisor allocation.
 - » Bonus matching is for full time, part time, and BOA-Trainees and provided they are employed for the entire trimester and at the time bonuses are paid.
- BOA firm bonus: is based on the Firm's bonus level at the end of each trimester and the rating the Financial Advisor gives the BOA following the trimester performance discussion.
 - » Once promoted out of the BOA – Trainee title, BOAs are eligible provided they are employed for the entire trimester and at the time bonuses are paid.
- Distribution: June, October, February

Benefits

Extended Health Care, Emergency Travel Assistance, Dental, Life and AD&D insurance, and short-term and long-term disability insurance – Sun Life Financial

- Eligibility: Resident of Canada and permanent full-time associate (actively working at least 25 hours a week)
 - » Benefits effective date: 1st of the month following 31 days of employment
- Enrollment period: Within 31 days of employment and benefit eligibility date
- Late enrollment: requires evidence of insurability by Sun Life Financial

Tuition Reimbursement Program, Adoption Assistance Program and Employee Assistance Program

To view rates and plan booklet, please refer to the Investing in You website: www.edwardjonesbenefitscanada.com > Resources

Paid time off

- Generous paid vacation, sick and personal day entitlement.

Retirement (DPSP AND RRSP)

- DPSP: Firm shares profits with eligible associates with an annual discretionary contribution. The firm may add a profit-sharing contribution to the account each year, based on the success you help create. You receive the contribution whether you contribute to the plan or not.
- Group RRSP:
 - » You may choose to set aside money in this plan on a pre-tax basis.
 - » The firm also will match eligible associates' payroll contributions to the Group RRSP dollar for dollar up to \$500 each year.
 - » You also may be able to make contributions to a spousal RRSP through an Edward Jones payroll deduction.

For specific plan details, please refer to the Investing in You website: www.edwardjonesbenefitscanada.com > Financial > Retirement Plans

This document is intended for general information purposes only and specific entitlements will vary in accordance with applicable provincial employment standards.