



Steadyhand Investment Management is a Vancouver-based investment management company whose mission is to become the leading Canadian provider of direct funds to discerning, engaged investors. For more information, see <http://www.steadyhand.com>

***Job Description: Mutual Funds Administrator (Part-time, Temporary)***

Responsibilities:

As a small firm, we are looking for employees who share our passion for making our clients successful investors and who buy into our investment and client service philosophy. We are building an organization that respects everyone's input and values teamwork. In the early stages of our development, employees must be flexible as to their job duties and their time commitment.

As part of this role, the team member will be expected to perform the following duties:

- scanning and processing of account application and trade documents
- set up new client accounts in our CRM
- managing the account transfer process from other institutions
- assisting our client service and backoffice teams with client enrollment and follow-up

This is a temporary, part-time position designed to get us through the 2012 RRSP season. It is expected that the role will be from November until early March 2012. Work hours are roughly 9am-1pm, with some flexibility.

The Candidate:

Candidates should possess the following attributes and skills:

- detail-oriented
- personable, approachable and out-going
- customer service focused
- University or College education preferred
- mutual fund backoffice experience an asset
- outstanding written and verbal communication skills
- technology savvy, with an excellent knowledge of PC software applications

Contact: Please send expressions of interest via email only, to [jobs@steadyhand.com](mailto:jobs@steadyhand.com)

We thank all interested candidates however only those selected for an interview will be contacted

No recruiters or agents.