



Executive Assistant

Ninepoint Partners LP

About Ninepoint Partners LP

- Based in Toronto, Ninepoint Partners LP is one of Canada's leading alternative investment firms with approximately \$8.2 billion in assets under management & assets under administration.
- Committed to helping investors explore innovative ways to manage portfolio risk.
- Ninepoint Partners LP offers a diverse set of mandates including real assets, liquid alternatives and alternative income.

The Position:

The Executive Assistant is responsible for managing the schedules and communications of key company executives. Duties include prioritizing emails and phone calls, gathering documents to prepare for meetings and coordinating travel arrangements.

Key Accountabilities include but not limited to:

- Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- Organize meetings, including scheduling, sending reminders, and organizing catering when necessary
- Answer phone calls in a polite and professional manner
- Arrange for travel and accommodations
- Manage and submit expenses using Oracle
- Edit presentations using Microsoft PowerPoint
- Liaise with different departments on various company projects as assigned
- Liaise with sales regarding external and internal Portfolio Manager meetings and roadshows
- Process Invoices
- Assist with off-site meetings, corporate events and projects
- Help organize internal company-wide meetings & educational events including catering for the firm when necessary.

The successful candidate will have extensive demonstrable skills and experience including the following:

- University or College education
- Ideally 1-2 years of experience working at a law firm specifically corporate and/or securities law.
- Experience working for a financial institution, or an asset manager is preferable
- Excellent skills in Microsoft Office Suite (Word, Excel and PowerPoint)
- Strong calendar management skills (Microsoft Outlook) including making and shifting appointments on short notice, and prioritizing the most sensitive matters
- Experience with Microsoft Teams and Zoom
- Experience with Adobe and SEDAR an asset
- Time management and ability to meet deadlines
- Verbal and written communication skills
- Strong organizational and collaboration skills and ability to multitask
- Problem-solving and decision making
- Proactivity and self-direction
- Strong Interpersonal skills and must be resourceful.

Interested candidates can submit their resume and cover letter to careers@ninepoint.com with the "EXECUTIVE ASSISTANT" in the subject line. Only those who qualify for an interview will be contacted.

Equity, Diversity & Inclusion

The Company is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity and to offer equal employment opportunities based on an individual's qualifications and performance — free from discrimination or harassment because of race, ancestry, place of origin, ethnic origin, colour, citizenship, religion, sex, sexual orientation, gender identity or gender expression, age, marital or same-sex partnership status, family status, disability, and record of pardoned offences. This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, transfer, compensation, training, and education.

Each employee is important and accountable for the Company's success and will be treated with respect and dignity.

Accessibility

Accommodations for persons with disabilities are available upon request for job applicants taking part in all aspects of the recruitment process.