

Ninepoint Partners LP – Territory Coordinator

About Ninepoint Partners LP

- Based in Toronto, Ninepoint Partners LP is one of Canada's leading alternative investment firms with \$8 billion in assets under management & assets under administration.
- Committed to providing investors with innovative ways to manage portfolio risk.
- Ninepoint Partners LP offers a diverse set of mandates including real assets, liquid alternatives and alternative income. The fund structures we offer include mutual funds, ETFs, liquid alternatives, hedge funds, LPs, and a mortgage investment corp.

The Position

Ninepoint Partners seeks a Territory Coordinator to work with our Sales team. The Sales team is responsible for developing new business and servicing our existing advisor-clients by providing value-added solutions and exceptional client service. The team values innovation, leadership, and personal commitment.

You are a great team player and an energetic, motivated, and articulate individual. You are passionate about financial markets and excited to make an impact on Ninepoint's overall customer satisfaction. If this reflects you and your experience, join us and you will have the opportunity to build an exciting and evolving career.

This fast-paced environment requires a high degree of professionalism, organization, teamwork, and attention to detail, coupled with the ability to multitask and prioritize.

Your responsibilities:

- Managing the calendar and scheduling regular existing client meetings for two Vice-Presidents/Product Specialists
- Coordinating all aspects of territory events (meetings, conference calls, portfolio manager luncheons, etc.). Includes arranging catering, selection of venues, arranging any materials to be sent, phoning existing clients to obtain RSVPs
- Preparing correspondence, special mailings, client reports, and managing continuing education credits for clients
- Conduct outbound and inbound calls to clients as required.
- Booking travel for the VP/Product Specialist including air and hotel accommodations
- Processing the administration of Co-operative Marketing Events such as investor seminars, and various cheque reqs including Charitable Donations
- Developing a strong proficiency with the Salesforce CRM including maintaining accurate client Information and generating reports.
- Building and shipping marketing kits for use by the VP/Product Specialist
- Other duties as required.

Your Qualifications:

- Related post-secondary education
- 1-2 years of related experience, (i.e., back-office experience as a client service representative)
- Experience using Salesforce (i.e., updating contact info. And pulling reports)
- Proficient with MS Office (i.e., Outlook, Excel, and PowerPoint)
- Excellent communication skills, both written and verbal in English
- Professional telephone manner
- Excellent customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management and problem-solving skills
- Ability to work well under pressure
- Ability to take initiative and work both independently and in a team environment
- Ability to learn new systems quickly (i.e., Oracle)
- Knowledge of the Mutual Fund Industry as an asset

Interested candidates can submit their resume to careers@ninepoint.com with the role referenced 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.

PIPEDA

We may collect, use or disclose your personal information for the purpose of establishing an employment relationship with you. Ninepoint Partners does not accept unsolicited agency resumes or phone calls.