



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: Investor Specialist (Full-time, Permanent, Vancouver or Toronto)

Responsibilities:

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

This is a diverse role as you will be involved in many facets of our business. The team member will be expected to perform the following duties:

- Deal with clients on the phone, e-mail, and in person
- Proactively seek answers to clients' questions
- Follow-up with clients and prospects on unresolved issues
- Maintain an intimate knowledge of our products, services, and research
- Maintain a working knowledge of capital markets in general
- Promote the firm and its products to potential investors
- Act as a back-up to other team members on other duties
- Help organize and participate in client events (e.g., seminars, webinars, and other events)

This is a permanent, full-time position, located either in Vancouver or Toronto.

The Candidate:

Candidates should possess the following attributes and skills:

- specific experience providing client service to individual investors
- relevant licensing
- passionate about client service – willing to go the extra mile for the client
- flexible in dealing with different types of clients
- able to see the big picture, yet still look after details on behalf of the client
- a multi-tasker
- marketing experience would be an asset
- personable, approachable and out-going
- outstanding written and verbal communication skills
- technology savvy, with an excellent knowledge of PC software applications
- independent and self-directed
- effective analytical skills

Contact: Please submit resumes via jobs@steadyhand.com

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