
Steadyhand

Steadyhand Investment Management is a Vancouver-based investment management company whose mission is to help Canadians experience better client returns. For more information, see steadyhand.com.

Job Description: Investor Specialist, Toronto Office

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:

- Work closely with and support our Director, Client Service in our Toronto office
- Assist in preparation of new client account application forms
- Provide advice to 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 and services
- Maintain a working knowledge of capital markets in general
- Promote the firm and its products to potential investors
- Back-up 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 in Toronto.

Please note: This role is for a person who wants to build a career advising individual clients. It's not a stepping stone to becoming a stock analyst or fund manager or working with institutional clients.

The Candidate:

Candidates should possess the following attributes and skills:

- Specific experience providing client service to individual investors
- Relevant licensing (mutual fund dealing representative)
- Passionate about client service – willing to go the extra mile for the client
- Flexible in dealing with different types of clients and job demands
- Able to see the big picture, yet still look after details on behalf of the client
- Personable, approachable and outgoing
- Outstanding written and verbal communication skills
- Technology savvy, with an excellent knowledge of PC software applications
- Independent and self-directed

Contact: Please submit resumes to jobs@steadyhand.com. No recruiters or agents please.

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

