

# Steadyhand

Steadyhand Investment Management is a Vancouver-based investment management company whose mission is to help Canadians experience better client returns from their investments. For more information, see <http://www.steadyhand.com>

## ***Job Description: Administration Support (Full-time, 3 to 5-month Temporary)***

### 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 during our peak season:

- mail and courier management, special mailings
- document scanning, outgoing faxes, possibly new account setup
- mail delivery
- manage office vendors (landscape, cleaning, office supplies, etc.)
- help coordinate client events
- keep the office clean
- whatever it takes to help out and make the rest of the team more efficient

This is a temporary, full-time position, from early December until the end of March (we have some flexibility on dates).

### The Candidate:

Candidates should possess the following attributes and skills:

- personable, approachable and out-going
- customer service focused
- outstanding written and verbal communication skills
- technology savvy, with an excellent knowledge of PC software applications
- independent and self-directed
- detail-oriented
- a multi-tasker
- investment industry experience would be an asset, but is not required

Contact: Please submit resumes via [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.