

Ninepoint Partners LP – Salesforce Administrator

About Us

One of Canada's leading alternative investment management firms, Ninepoint Partners LP is an independent, employee-owned firm serving the investment advisor and institutional investor communities. With over 90 employees and over \$8B in assets and institutional contracts, Ninepoint manages unique alternative investment solutions that offer investors the benefits of better diversification. We target investment strategies that are uncorrelated from traditional asset classes, such as equities and bonds, with the goal of lowering overall portfolio risk. Offices located in Toronto and Montreal.

Committed to helping investors explore innovative investment solutions that have the potential to enhance returns and manage portfolio risk, Ninepoint offers a diverse set of alternative strategies including North American Equity, Global Equity, Real Assets & Alternative Income.

As a team, we have a long track-record of managing alternative income, real asset and alternative core strategies. Innovative thinking, and our ability to apply it to real-world solutions, is what defines us.

We are among the largest independent asset management firms in Canada and is wholly owned by Ninepoint Financial Group Inc.

At Ninepoint Partners, we foster an atmosphere of empowerment, mutual respect and enjoyment. We hire talented and ambitious individuals who thrive in a growth-oriented, entrepreneurial environment.

Are you passionate about serving clients, working together and sharing our values to achieve our clients' goals?

Job Overview

Ninepoint Partners is currently looking for a Salesforce Administrator to focus on creating and maintaining high quality data to improve overall reporting, analysis, and performance for our Sales and Marketing Teams. Your experience with the Salesforce platform means you have a deep understanding of the configuration. We know you are analytical and will enjoy digging into the business needs and requirements and seamlessly translate them into Salesforce solutions.

Accountabilities:

- Owns and drives various mass data cleansing projects that would involve correcting inaccurate data, filling missing data, merging duplicates and building Dealer/Branch hierarchy relationships and ensuring the right advisors are found in the right Branch

- Manage and maintain Wholesaler and Inside Wholesaler territory assignments and realignments
- Responds by telephone and written communication to inquiries related to data entered in Salesforce received through mailbox queue
- Presents findings and maintains issue log to Managing Director, National Sales (business owner) with oversight of Head of Technology and Head of Compliance
- Collaborates with Inside Wholesalers and works to provide insights and resolutions to Salesforce data integrity issues that affect Ninepoint Transactions, AUM, NAV and Advisor/Dealer data
- Monitors and enriches new data being added to Salesforce and liaises with Back-office Administrator where data gaps arise from the nightly import feeds
- Provides ongoing and ad hoc reporting
- Follows standard operating procedures in analyzing situations or data from which answers can be readily obtained
- Assists with special projects as needed
- Ensures that business is conducted with integrity and that behavior aligns with Ninepoint policies, procedures, and core competencies

Requirements:

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

- Post-secondary education (University or College)
- 1 to 2 years' experience as a Salesforce Administrator, or related experience
- Previous data mining/management experience
- Excellent communication skills, both written and verbal in English
- Ability to thrive in a very fast-paced environment
- Must be a team player with strong work ethic
- Excellent organizational skills and attention to detail
- Excellent time management and problem-solving skills
- Ability to take initiative and work both independently and in a team environment
- Proficient with MS Office Suite of products
- CSC an asset
- Previous experience working in a financial service setting 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.