



Ninepoint Partners LP – Executive Assistant

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 95 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 working together and sharing our values to achieve our clients' goals?

Job Overview

The Executive Assistant is responsible for managing the schedules and communications of key company executives. Duties include prioritizing emails and phone calls, gathering documents to prepare for meetings and coordinating travel arrangements.

Responsibilities include:

- Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- Organize meetings, including scheduling, sending reminders, and organizing catering when necessary
- Answer phone calls in a polite and professional manner
- Arrange for travel and accommodations
- Manage and submit expenses using Oracle
- Edit presentations using Microsoft PowerPoint
- Liaise with different departments on various company projects as assigned
- Liaise with sales regarding external and internal Portfolio Manager meetings and roadshows
- Process Invoices
- Assist with off-site meetings, corporate events and projects
- Help organize internal company-wide meetings & educational events including catering for the firm when necessary.

Candidate Requirements:

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

- University or College education
- Ideally 1-2 years of experience working at a law firm specifically corporate and/or securities law.
- Experience working for a financial institution, or an asset manager is preferable
- Excellent skills in Microsoft Office Suite (Word, Excel and PowerPoint)
- Strong calendar management skills (Microsoft Outlook) including making and shifting appointments on short notice, and prioritizing the most sensitive matters
- Experience with Microsoft Teams and Zoom
- Experience with Adobe and SEDAR an asset
- Time management and ability to meet deadlines
- Verbal and written communication skills
- Strong organizational and collaboration skills and ability to multitask
- Problem-solving and decision making
- Proactivity and self-direction
- Strong Interpersonal skills and must be resourceful.

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.

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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.