



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 85 employees and over \$8.2B 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:

- Provide day-to-day end user support of the CRM application to all levels of the organization.

- Creating custom objects, fields, campaigns, approval processes, including new user setup/deactivation, sharing rules and permission sets as well as creating reports and dashboards to support business needs.
- 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 territory assignments and realignments.
- Responds to inquiries related to data entered in Salesforce.
- Presents findings and maintains issue log to the Sales Operations Manager, and the Managing Director, National Sales (business owner)
- Collaborates with Wholesalers and works to provide insights and resolutions to Salesforce data integrity issues that affect Ninepoint Transactions, AUM, and Advisor/Dealer data.
- Enters and monitors new data to Salesforce.
- Liaises with Back-office representative where data gaps arise from the nightly import feeds.
- Develop and maintain ongoing standardized documentation.
- Point of escalation for technical issues and manage ongoing support requests and administrative needs of users.
- Act as a mentor to your colleagues and provide training when needed.
- Provides ongoing and ad hoc reporting.
- 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)
- You are Salesforce Admin Certified and have 1 to 2 years' of experience as a Salesforce Administrator.
- Proficient with Sandbox, Data Loader, etc.
- Stay on top of Salesforce ecosystem latest trends.
- 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 Excel and functions like VLOOKUP, Concat, Pivot, filters, sum, etc.
- CSC an asset
- Previous experience working in a financial, banking or asset management service is preferred.

- Willing to work from the Toronto head office Monday-Thursday, and remote work on Friday. (All 5 days' work from the head office is a possibility in the near future)
- Must be fully vaccinated against Covid-19

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.