



Senior Sales Operations Analyst

- Position: Full Time, Permanent
- Work Arrangement: Hybrid (4 days in-office in Toronto, 1 day remote on Fridays)
- Salary Range \$70K - \$80K

About Ninepoint Partners LP

- Based in Toronto, Ninepoint Partners LP is one of Canada's leading alternative investments firms with approximately \$8+ billion in assets under management & assets under administration.
- Committed to helping investors explore innovative ways to manage portfolio risk.
- Ninepoint Partners LP offers a diverse set of mandates including real assets, liquid alternatives and alternative income.

Job Overview

We are seeking a highly organized and detail-oriented Senior Sales Operations Analyst to join our team. The ideal candidate will play a key role in supporting the sales operations, ensuring the smooth running of our CRM (Salesforce), assisting in event coordination, managing wholesaler commission reporting, and contributing to various administrative tasks. You will work closely with the National Sales team and collaborate with other departments like Marketing, Compliance, Investment, etc. to provide actionable insights and enhance sales processes.

Responsibilities include the following:

Salesforce & Reporting:

- Maintain and update Salesforce dashboards and reports.
- Identify system improvements and monitor activities.
- Manage leads, webinars, and marketing campaign tracking.
- Perform data clean-up and manage trades adjustments.
- Generate year-end performance reports and contribute to business planning.
- Resolve data import issues via Apex jobs.

Approval Workflows, Compliance & Documentation:

- Manage Mutual Fund Sponsored Event approvals and dealer communications.
- Ensure compliance with sales practice limits and co-op policies.
- Track advisor spending and managing charity donation paperwork.

Wholesaler Commissions:

- Prepare and submit quarterly commission reports.

Event Coordination:

- Organize national events and road shows, including travel arrangements and venue bookings.
- Collaborate with Marketing for event materials and compliance.

Client Service:

- Respond to advisor and investor inquiries within 24 hours.
- Manage the Sales phone line and inbox.

General Administration & Ad-Hoc Duties:

- Manage promotional item inventory and shipping.
- Assist with CRM-related tasks and support new team member onboarding.
- Supervise summer interns.

Candidate Requirements:

- Bachelor's degree (preferred).
- 3+ years in sales operations, Salesforce CRM, or a similar role.
- Having or working towards your CSC (Canadian Securities Course) an asset
- Strong Salesforce proficiency (Sales Cloud).
- Excellent organizational and multitasking skills.
- Experience in event coordination.
- Strong communication skills, both written and verbal.
- Ability to manage compliance requirements and work with large datasets.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).
- Proactive and solutions-oriented mindset.

Why Join Ninepoint

- Collaborative, employee-owned culture
- Opportunities for learning, development, and career growth
- RRSP Matching Program
- Benefits start immediately and Health and Dental are 100 Employer paid
- Complimentary coffee, tea and fruit
- Employee Referral Program

Additional Information

- Candidates must be legally eligible to work in Canada.
- Ninepoint is an equal opportunity employer and is committed to providing accommodation throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).