

Position: Administrative Assistant

Location: Toronto, Ontario

Employee: Type: Full-time, Permanent

Compensation: \$65,000-\$75,000 annually+discretionary bonus+comprehensive benefits

Key Responsibilities

- Provide administrative support to executives and designated business teams.
- Manage complex calendars, coordinate meetings, and schedule appointments.
- Arrange domestic and international travel, including itineraries, accommodations, and transportation.
- Prepare, edit, and format professional correspondence, presentations, reports, and meeting materials.
- Coordinate meetings, including room bookings, catering, and audiovisual requirements.
- Process expense reports, invoices, and other administrative documentation.
- Assist with planning corporate events, client meetings, and internal initiatives.
- Maintain accurate records, files, and confidential documents.
- Liaise with internal departments, clients, vendors, and external stakeholders in a professional manner.
- Support special projects and contribute to process improvements across the organization.
- Provide general office support as needed and collaborate with colleagues to ensure smooth daily operations.

Office & Client Administration

- As required, serve as the primary point of contact for office visitors at reception, manage incoming calls and general correspondence
- Coordinate logistics for client meetings, internal meetings, room bookings, tech set up and maintain kitchen and office inventory spaces

Qualifications

- 3+ years of experience in an administrative assistant, executive assistant, or similar professional support role.
- Previous experience in financial services, professional services, or a corporate environment is considered an asset.
- Exceptional organizational skills with the ability to prioritize competing deadlines.
- Outstanding verbal and written communication skills.
- Strong attention to detail and commitment to producing high-quality work.
- Proven ability to handle confidential information with discretion and professionalism.
- Advanced proficiency with Microsoft Office, including Outlook, Word, Excel, PowerPoint, and Teams.
- Positive, adaptable, and collaborative approach with a strong client-service mindset.

Why Join Ninepoint Partners?

At Ninepoint, we recognize that our people are the foundation of our success. We foster a collaborative, high-performing culture where employees are empowered to grow, contribute, and make an impact.

We offer:

- **An exceptional total rewards package**, including comprehensive health and dental benefits, wellness programs, and competitive retirement savings options.
- **A beautiful, modern office** in the heart of downtown Toronto, designed to encourage collaboration, innovation, and employee well-being.
- **A dynamic, engaging workplace** where talented professionals work together to achieve meaningful results.
- Regular employee events, social activities, and opportunities to connect across the firm.
- Professional development and career growth opportunities.
- The opportunity to build your career with one of Canada's leading independent investment management firms.



If you are an organized, proactive professional who enjoys supporting others, solving problems, and contributing to a collaborative team environment, we'd love to hear from you.

Please submit resume to careers@ninepoint.com

About Ninepoint Partners

Ninepoint Partners is an entrepreneurial, independent, employee-owned Canadian investment firm built on a culture of performance, drive, and the conviction to deliver innovative investment solutions. As one of Canada's largest independent asset managers, with over \$8 billion in assets and a dedicated team of more than 90 professionals, we empower our people to make a real impact as we continue to expand into new product categories and business lines.

Headquartered in Toronto's Royal Bank Plaza, in the heart of Canada's Financial District, we stand at the forefront of the industry, helping investors navigate uncertain times by providing investment solutions that are essential to a well-diversified portfolio. At Ninepoint, effort translates into opportunity; we offer a dynamic environment where initiative and accountability are valued, and where driven professionals can build a meaningful career while helping deliver better outcomes for our clients.