

# Steadyhand

Steadyhand Investment Management is a Vancouver-based investment management company whose mission is to help Canadians experience better client returns from their investments. For more information, see <http://www.steadyhand.com>

## ***Job Description: Mutual Funds Operations (Vancouver, Full-time, Permanent)***

### Responsibilities:

As a small firm, we are looking for employees who share our passion for making our clients better investors and who buy into our investment and client service philosophy. We are building an organization that respects everyone's input and values teamwork. Employees must be flexible as to their job duties and their time commitment.

This is a diverse role as you will be involved in many facets of our business. The team member will be expected to perform the following duties:

- scanning and processing of account application and trade documents
- managing the account transfer process from other institutions
- assisting our client service and backoffice teams with client enrollment and follow-up
- analyze and solve issues
- daily cash movements into the funds
- monitor and reconcile daily valuations
- assist with client education and marketing events
- other general administrative duties

This is a permanent, full-time position, starting at 7am daily.

### The Candidate:

Candidates should possess the following attributes and skills:

- detail-oriented
- a multi-tasker, flexible
- personable, approachable and out-going
- customer service focused
- outstanding written and verbal communication skills
- technology savvy, with an excellent knowledge of PC software applications
- independent and self-directed
- university or college education preferred
- mutual fund backoffice experience an asset
- experience with FundSERV and mutual fund recordkeeping systems an asset
- experience and knowledge of various registered plan types (RRSP, RRIF, TFSA, etc.) an asset

Contact: Please send expressions of interest via email only, to [jobs@steadyhand.com](mailto:jobs@steadyhand.com)

We thank all interested candidates however only those selected for an interview will be contacted

No recruiters or agents.

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