PENDER
PenderFund Capital Management Ltd.

PenderFund Capital Management Ltd ("PenderFund") is an independent, employee-owned, investment firm based in Vancouver, offering investment funds across Canada. We are one of the fastest growing investment firms in Canada, and our goal is to be the first choice for investors looking to protect and grow their capital.

We are seeking an Associate who will work alongside and support the Director of Institutional Sales & Service in Vancouver. The successful candidate will have a passion for client service as well as an entrepreneurial drive to identify, develop and strengthen relationships with a diverse clientele of sophisticated investors including Family Offices, Foundations, Endowments and Pensions.

This dynamic position is an opportunity to take on significant responsibility. The ideal candidate must:

- Have initiative and excellent interpersonal skills.
- Be self-motivated, proactive and enjoy working in a fast-paced environment.
- Be professional and coachable.
- Be precise and accountable, with exceptional administrative and organizational skills.

Responsibilities will include:

- Collaborating with the Director of Institutional Sales & Service to execute an annual business plan focused on growing, developing and strengthening institutional relationships.
- Supporting the sales cycle from client/consultant prospecting, to responding to RFPs/RFIs, to assisting with client due diligence and onboarding.
- Assisting the team in preparation for client meetings, events and presentations.
- Co-ordinating day to day communication with prospects and clients to ensure all needs are addressed in a timely manner.
- Acting as liaison between various internal departments to ensure timely and efficient information flow.
- Updating marketing materials and sales tools to assist and support the team.
- Maintaining a comprehensive understanding of Pender's mandates and industry trends in the institutional market.
- Being the main point of contact during vacation or other absences.
- Maintaining the CRM system and sales funnel, gathering data relevant to client and prospect contact details, recording meeting notes, tracking follow ups and continuing the sales process.
- Liaising with 3rd party infrastructure suppliers to ensure Pender's systems are fully optimized.
- Providing monthly CRM reports and analysis.

The successful candidate must have:

- A post-secondary education.
- Working toward the CFA designation is an asset
- 2-4 years of client service or sales experience within the investment industry.
- Excellent proficiency with MS Office particularly Word, Excel, PowerPoint and Outlook.
- Excellent verbal and written communication skills.
- Self-starter attributes, motivated and hardworking with the ability to prioritize, multitask and work to deadlines.
- Superior customer service skills.
- Ability to work in a team environment and demonstrate a professional and friendly manner.
- Strong organizational and problem solving skills.
- Keen attention to detail.

What's in it for you?

- This is a full-time position with a competitive salary, bonus and benefits package.
- Ongoing training to develop market and product knowledge, and sales skills.

Candidates can apply by emailing a resume and cover letter to careers@penderfund.com