



Encasa Financial Inc. is a registered Investment Fund Manager that manages the investment of pooled capital reserves of non-profit and co-operative housing providers and other value-aligned organizations. We are a small, high-performing team in a fast-paced, collaborative and mutually respectful office environment.

We have an exciting opportunity for an **Office Coordinator**. We are looking for someone who is a self-starter, well organized and is ready to take on a range of tasks in support of a small, dynamic and engaged team. This role is located in Vancouver, BC. Encasa's head office is in Toronto, ON.

Position responsibilities

Assist in attracting and supporting investors in our funds

- assist with the management of documentation for account openings
- liaise with potential investors to ensure completeness of information submitted
- validate information submitted by potential and existing investors
- assist in scheduling and managing investor-related appointments

Provide administrative support to our Vancouver team:

- provide administrative support for the sales and communications functions delivered in the Vancouver office
- ensure the record systems (all media) are maintained according to policy and security requirements
- assist with the preparation and delivery of reports to investors and other stakeholders
- Provide support for management of team calendars and meeting agendas
- respond to telephone and written inquiries
- place trades on approved order entry systems under the direction of a licensed Advisor
- perform banking duties
- liaise with the Toronto team on reporting matters and office functions

Assist in the development of sales materials

- assist in the preparation of presentation materials
- assist in scheduling presentation and investor appointments

Qualifications:

You are a forward-thinking, well-organized person. You are comfortable working in a fluid and changing environment, able to juggle several priorities. You are interested in learning about the investment fund business, and grow with us as our business expands. You are comfortable in the use of Microsoft suite products, and comfortable with learning database applications. You are a good communicator, and enjoy contact with people in person and on the telephone. You are welcoming in your approach and confident in your presentation skills.



You have a minimum of three years experience, preferably in a sales or investment environment.

Term: Six month contract renewable with the potential to convert to a full-time permanent position after one year. After six months eligible for benefits including medical coverage.

Compensation: Commensurate with experience.

What We Offer:

- An opportunity to work with a progressive, forward thinking business
- An opportunity for job-growth as we grow
- The opportunity to work with a great team at Encasa!

To Apply:

Please send your cover letter and resume to jhayes@encasa.ca.

Encasa would like to thank all candidates for their interest in the position. However, only candidates selected for an interview will be contacted.

Encasa is committed to equity in employment and encourages applications from all qualified applicants. If you are a candidate with a disability and require accommodation during the hiring process, please contact us.