PenderFund Capital Management Ltd.

PenderFund Capital Management Ltd ("Pender") is an independent, employee-owned, value-based investment firm founded in 2003. 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 have grown from a couple of people with a passion for investing into a diverse and inclusive workplace of over 50 people by seeking out and hiring the most qualified, talented and experienced people.

We are seeking Sales Coordinator to support our Sales Team across Canada; the successful candidate will initially be based from their home-office in Vancouver transitioning to a hybrid work schedule when our office reopens this fall. This is an excellent opportunity for someone driven to produce results both individually and as part of a team. With our track record of performance and growth, success in this role will open opportunities for career advancement.

Responsibilities will include:

- Providing support to territory wholesalers through:
  - Scheduling client meetings, events, branch meetings and presentations; coordinating associated logistics such as venue booking and delegate management.
  - Ensuring all teams have the most up-to-date marketing materials and presentations.
  - Organizing recognition and sponsorship, including gifts and merchandise.
  - Preparing daily sales reports.
  - Maintaining accurate client records in the CRM; filtering and cutting data according to sales events, campaigns and updating daily activities.
  - Preparing expense claims for certain team members.
- Quarterbacking for the entire sales team; being a contact point for inbound enquiries to both general email and phone lines and redirecting enquiries to appropriate salespersons accordingly.
- Representing Pender at branch visits and presentations, client seminars, road shows, and conferences.
- Maintaining a comprehensive understanding of Pender's Funds and industry trends in the market, for advisors and their investors.

Skills and qualifications:

- Related post-secondary education
- Excellent communication skills, both written and verbal; professional telephone manner
- Excellent interpersonal and organizational skills
- Ability to work well under pressure
- Ability to work independently and to be a great team player.
- Superior customer service skills. Strong organizational and problem-solving skills. Keen attention to detail.
- Knowledge of the securities industry, particularly of stock and bond markets and how they relate to funds.
- CSC/IFC certification is an asset

Additional strengths you may bring to the role:

- Completion of the Canadian Securities Course or willingness to complete within one year.
- Excellent proficiency with MS Office particularly Word, Excel, PowerPoint and Outlook.
- Knowledge of Salesforce.com a strong asset.

What's in it for you?

- Great compensation (competitive base and commission) and benefits package.
- Ongoing training to develop market and product knowledge and sales skills.

Our commitment to diversity and inclusion: We have found that being diverse and inclusive simply makes us better. Not all of us have backgrounds in financial services and this is one of the best ways in which we are diverse – we bring a range of knowledge and experience to every scenario. We do not discriminate on any basis and welcome applications from all qualified individuals. When selecting candidates for employment, promotion, training or any other benefits, it is on the basis of aptitude and ability. Should you require any accommodation or have questions, please let us know.

Candidates can apply by emailing a resume and a cover letter to careers@penderfund.com. We will accept applications as long as this posting appears on the Pender website. We thank all those who apply, however only shortlisted candidates will be contacted for an interview.