

Operations Specialist

HGC Investment Management Inc.

HGC Investment Management Inc. is a boutique asset manager servicing high-net-worth individuals, investment advisors, and family offices. In 2013, the firm launched The HGC Fund, an award winning alternative market neutral product that offers investors access to arbitrage strategies.

For more information on the firm and fund, please visit www.hgcinvest.com

We are currently seeking an Operations Specialist to maintain excellence in the firm's operations and compliance.

Role and Responsibilities.

As part of a small and focused team, the role will encompass a large variety of functions and tasks. As an indication of the initial responsibilities, below are the primary areas that the successful candidate will be focusing on:

- Investor relations and assistance with client correspondence and prospecting
- Ensuring client files are updated and all securities and regulatory obligations are met
- Maintaining the firm's CRM, and distribution lists
- Updating firm's marketing materials and website
- Collecting and maintaining investor documentation
- Supporting senior management in compliance, finance, operations, and other duties as needed.

Ideal Candidate.

- Previous experience in financial services, or asset management
- Diligent and organized with a strong attention to detail
- High proficiency in Excel
- Proficient in Salesforce, WordPress, PowerPoint, Word
- Exceptional interpersonal and communication skills with a positive attitude
- Post-secondary education and preferable completion of the Canadian Securities Course

Compensation.

Competitive market salary plus discretionary bonus.

For more information or to apply, please contact Stuart Grant at sgrant@hgcinvest.com. Please note, we are only able to reply to candidates selected for interviews.

Recruiters are kindly asked not to reply to this posting.