



Position: AVP Administration

Region: Oakville

Primary Function

The role of AVP Administration is integral to the running of the day-to-day working environment at Harvest Portfolios Group. The candidate must have a high degree of business sense and be great at influencing and persuading people on behalf of the executive team. The candidate will interact with visitors, customers, clients, executive team and employees at every level. This person will ensure that operations run smoothly, by doing everything from handling phone calls, sending emails, overseeing supplies and printing, managing schedules and all manner of activities to keep the company and its people productive. The role is responsible for project management, department liaison between the sales and marketing departments.

Duties & Tasks

- Organize procedures, handle correspondence, manage filing systems, oversee supplies, equipment and printing
- Serve as the primary support personnel to the executive team
- Manage the coordination of the executives' schedules & calendars including internal and outside obligations
- Maintain office efficiency including appearance of common areas
- Develop reporting metrics to assist in evaluation in projects
- Arrange meetings and conferences, handle communication and travel arrangements, and process related functions and documentations
- Help plan & project manage internal and external events
- Follow up on communications emanating from superior's office or department
- Organize workflow when products are being launched and marketing campaigns are being implemented
- Streamline workflows and work closely with executives to make sure team members have the information, resources and tools they need to carry out their tasks
- Identify issues or incidents that require immediate attention -- and be proactive and anticipatory

Skills & Experience

- Knowledgeable and proficient use of computer programs, Excel, Power Point, Word and Salesforce. Experience working with WordPress is a plus
- Highly organized and efficient worker, self-starter and motivated. You will be relied on to maintain and create procedures and communications where necessary
- Candidate must be able to perform administrative and clerical duties with speed and accuracy, as well as prioritize tasks without immediate and constant supervision
- Previous experience in the financial services sector is preferred
- Working knowledge of ETFs and Mutual Funds operations a preference
- Related business education (college or university) and/or CSC a plus

Opportunities & Advantages

- Competitive salary and benefits package
- Continuing education and learning bursary
- In-office learning opportunities in sales, marketing, investments, finance
- Positive and supportive company culture

Interested applicants please forward their resume with a cover letter to resumes@harvestportfolios.com