



POSITION: Business Development Associate

REGION: Oakville, ON

JOB DESCRIPTION:

Harvest ETFs is currently seeking a professional, coachable, and accountable Business Development Associate to join our growing Sales team. This role involves providing comprehensive operational support with a strong focus on detail-oriented tasks and efficient time management. The Business Development Associate will manage regional calendars, oversee expenses and budgets, plan events, and maintain the CRM database. Additionally, the Associate will make outbound calls to Investment Advisors, schedule appointments for VPs/Regional Sales Managers, and support the execution of regional sales plans.

KEY RESPONSIBILITIES:

- **Territory Management:** Efficiently manage regional calendars, track expenses and budgets, and plan events.
- **CRM Maintenance:** Maintain/update the CRM database to ensure accurate and up-to-date information.
- **Appointment Scheduling:** Make outbound calls to Investment Advisors to schedule appointments for VPs/Regional Sales Managers.
- **Sales Support:** Assist the VP of Sales, Regional Sales Manager, and Business Development Manager in executing regional sales plans.
- **Meeting Facilitation:** Organize and facilitate weekly team meetings to streamline business processes and ensure consistent territory management.
- **Business Development:** Proactively identify new business opportunities and strengthen relationships with internal and external clients.
- **Compliance Coordination:** Adhere to and enforce internal compliance regulations and sales practices under NI 81-105, serving as the team compliance coordinator.

QUALIFICATIONS:

- **Education & Experience:** Post-secondary qualification or equivalent industry experience.
- **Communication Skills:** Strong verbal and written communication skills.
- **Innovation & Motivation:** A proactive approach and a strong motivation to achieve results.
- **Interest in Capital Markets:** A genuine interest in capital markets and their relevance to the fund industry.
- **Multitasking Ability:** Ability to manage multiple priorities effectively, both independently and as part of a team.

- **Professional Certification:** Completion of a financial services industry program course (e.g., CSC, IFIC, CFA, CFP, CIM) is an asset but not mandatory.

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

We thank all applicants in advance for their interest, but only those candidates shortlisted for interviews will be contacted.

Harvest Portfolios Group Inc. is committed to creating a diverse and inclusive environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, religion, sexual orientation or expression, disability, or age.

Harvest Portfolios Group Inc.
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