

CAPSTONE

ASSET MANAGEMENT™

Capstone Asset Management is a Portfolio Manager, Investment Fund Manager and Exempt Market Dealer active in British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, Nova Scotia and New Brunswick.

Striving to hold to Biblically informed values, we provide full discretionary investment management and individual investment mandates to high net worth individuals and families, institutions, pensions, foundations, and family offices. We are a boutique firm with over \$450 million in assets under management.

Title: Administrative Assistant
Reporting to: Maria Dawes & Janet Kim Sing
Department: Private Wealth Team
Location: Langley, BC

Summary of Position:

Capstone Asset Management seeks an Administrative Assistant who will provide general back office support while working closely with other team members. The successful applicant will be a self-starter, organized, and a team player who aligns with our philosophical values. Capstone offers a competitive salary, an extensive benefits package and a generous vacation allowance.

Duties & Responsibilities:

- Prepare & process paperwork related to investment accounts
- Processing trades, EFT-ins/outs, internal account transfers and client contributions/withdrawals
- Ensure client paperwork is up to date and compliant
- Follow-up and liaise with our custodial back office on pending requests and tasks
- Run and collect quarterly fees using in-house software
- Prepare client invoices
- Produce a variety of reports and statements as requested
- Draft correspondence to clients
- Assist in collation and distribution of reports
- Complete miscellaneous tasks & projects as required





Qualifications & Experience:

- Knowledge of investment account types such as RRSPs, RESPs and TFSAs, and Locked-in accounts
- Minimum of 2 years administrative experience preferably with a financial institution
- Proficiency in MS Office including Word, Excel and Outlook
- Ability to learn various software resources for report generation and other tasks
- Ability to multi-task while remaining organized
- Strong attention to detail

Advantages:

- Familiarity with industry and service provider software/systems such as Infinite Harmony, SGGG Diamond, NBIN NetRep and iMost
- Canadian Securities Course or similar investment education
- Experience in a Fund Management, IIROC, MFDA or CSA regulated environment

Please forward your resume and cover letter in confidence to: careers@capstoneassets.ca

Capstone Asset Management thanks you for your interest; however, only candidates selected for an interview will be contacted.

