

Position Overview:**Organization: Burgundy Asset Management Ltd****Title: Executive Assistant, Vancouver Office****Reports to: Vice President, Investment Counsellor, Head of Vancouver office****Location: In person/on-site @ 999 West Hastings Street, Suite 1810, Vancouver****Come to work at Burgundy!**

Burgundy Asset Management is a leading global investment manager providing discretionary investment management for private clients, foundations, endowments, pensions, and family offices. Founded in 1990, Burgundy strives to protect and build our clients' wealth over the long term. Burgundy is fully independent, and employee owned.

At Burgundy, our values of honesty, courage, and always doing what is in the best interest of the client are brought to life by the daily actions of our people. No matter the position, the right candidate shares our values and understands that everything we do, great or small, is in the service of our clients.

The Position

This is an exciting opportunity to be part of a fun and dynamic team. As the Executive Assistant, you will directly collaborate with Investment Counsellors, playing a pivotal role in delivering efficient, precise, and value-added support to our Vancouver office. This role offers an exciting opportunity to contribute to a positive and engaging work environment in service to our clients.

What is in it for you?

At Burgundy, our culture is one of radical responsibility. We thrive in an environment where we are continuously learning and improving in service to our clients and one another. The environment will be fast paced and will be filled with learning experiences that will benefit you moving forward.

- Work in person, for a dynamic, face paced, progressive and high performing team
- Leaders who will support your development through coaching and mentoring
- Access to future career opportunities
- Opportunities to do challenging work
- Ability to make a difference and have a lasting impact

Responsibilities

- Coordinate and execute successful events by collaborating with vendors to secure venues and catering, design, and craft invitations, and manage guest lists through platforms like MailChimp.
- Collaborate with office associates to streamline paperwork and organize client documentation efficiently.
- Oversee office management tasks, including maintaining sufficient supplies and effectively managing inventory.
- Welcome and assist clients during in-person meetings at the office, ensuring a positive and professional experience.
- Handle travel bookings to facilitate seamless arrangements for the team.
- Manage calendars, contact lists, filing systems, databases, expense reports, and handle correspondence, including sorting incoming mail.
- Serve as the welcoming face of the Vancouver office, fostering a positive and professional image for clients and visitors.
- Occasional travel to Calgary and Toronto may be required.

Skills and Specifications

The ideal candidate will be/have:

- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, etc.) and adeptness in utilizing internet search resources.
- Strong attention to detail, ensuring precision in all tasks undertaken.
- Creative mindset, bringing innovative approaches to problem-solving and task execution.
- Ability to efficiently manage multiple tasks simultaneously and anticipate potential outcomes.
- Exceptional organizational skills, maintaining a structured and systematic approach to work.
- Outstanding communication and interpersonal skills, fostering effective collaboration with team members and clients.
- Demonstrates tact and discretion while handling confidential information.
- Collaborative and collegial attitude, promoting a positive and supportive work environment.
- Willingness to embrace additional responsibilities as they become acquainted with and comprehend the intricacies of the business.

Required Qualifications

- Undergraduate Degree.
- Canadian Securities Course or a willingness to pursue this.
- 2+ years of relevant experience in the financial industry.

If this sounds of great interest to you, please submit the following to careers@burgundyasset.com with the job title (Executive Assistant, Vancouver office) in the email subject line, by 5:00 p.m. EST. on February 29, 2024.

- Resume
- Cover letter
- Transcript
- In 350 words describe a specific situation in your professional experience where you had to adeptly multitask while maintaining a client-first approach.

We thank all applicants for their interest, and only those selected for an interview will be contacted.

Burgundy Asset Management Ltd. is an equal opportunity employer. Accommodations on the basis of disability, and other accommodations as required by the Ontario Human Rights Code, are available on request at all stages of the selection process and during employment.