



<https://intscanada.com/job/operations-manager/>

Operations Manager

Description

ST&T Capital is an alternative Asset Manager firm regulated by the Ontario Securities Commission. The firm and subsidiaries provide Separately Managed Account (SMA) services, Hedge Fund, Commercial Real Estate, and Mining&Metals sector Investments and Solutions for accredited investors and institutional investors.

We are a fast growing boutique investment firm seeking an Operations Manager to oversee our daily operations and ensure smooth functioning of the company. The ideal candidate will be highly organized, detail-oriented, and have a passion for the investment industry.

Duties:

- Manage the major operational functions of the company
- Act as the receptionist and office administrator, including answering phones, greeting visitors, managing supplies, and scheduling appointments
- Monitor and improve current internal controls and processes
- Support investment related and customer service activities

Qualifications

- Bachelor's degree in business, finance, or a related field
- 2+ years of experience in operations management, preferably in the investment or financial industry
- Heavy attention to detail; strong interpersonal skills, communication skills both verbal and written
- Dependable and ability to self-motivate and work independently and as part of a small team with shared responsibilities
- Proven PC skills, in particular in Microsoft Office (Word/Excel/PowerPoint)
- Fluency in Chinese (Mandarin or Cantonese) is an asset, but not mandatory
- Experience in preparing and organizing company seminars and events is a plus

Benefits

- Employee benefits (Dental, vision care, Life insurance, Drugs)
- Huge personal development opportunity with a fast growing buy-side investment firm, potential to become COO or CCO of the firm

Please note that only those candidates selected for further consideration will be contacted directly.

Thank you.

Job Types: Full-time, Permanent

Salary: \$55,000.00-\$70,000.00 per year

Hiring organization

ST&T Capital Management Ltd.

Employment Type

Full-time

Job Location

Markham, ON

Base Salary

\$ 55000 - \$ 70000

Date posted

2023-04-18

Benefits:

- Dental care
- Extended health care
- Life insurance
- Vision care

Schedule:

- Monday to Friday

Supplemental pay types:

- Bonus pay
- Commission pay

Work Location: One location

Expected start date: 2023-05-01