



Growing Impact Investment firm seeks Office Administrator/Executive Assistant

Background

New Market Funds is an investment firm that focuses on investments with long-term community benefit. Our strategy is to combine sector-based experience and relationships with a rigorous investment process to bring investment capital forward to meet community need. Our first fund invests in affordable multi-family rental housing, in partnership with strong existing non-profit and co-op operators. We are and building a non-profit real estate developer named New Commons Development. Our short and mid-term goal is to identify other sectors for investment that will combine the opportunity to have a significant long-term community impact with market demand and an appropriate level of risk and return for investors.

New Market Funds is owned by a registered Canadian charity (New Market Funds Society). We are primarily Vancouver-based, with a small team in Toronto. Our team works across Canada.

As our business grows, we are looking for an energetic and motivated Office Administrator/ Executive Assistant. This is an important new role for our firm and requires someone who can help develop and manage the administration and coordination of the firm so that we can be successful in meeting our objectives. If interested, you should:

- be excited to be part of something relatively new that is growing and evolving,
- be committed to working at a firm that is making a difference, and
- want to work hard, but are also able to laugh with your colleagues.

Being overly organized and detail-oriented is crucial, and working under stress to deadlines does not overwhelm you. You are comfortable with flexible structures and processes and working with the team to create an efficient and effective administrative system. You can work with minimal direct supervision, but are not afraid to ask questions or for help. You can see the work being done in its context and often take it to the next level without being asked. You are keen to learn and broaden your skills.

Role Responsibilities

We seek an individual who is experienced, curious, and agile with a positive, can-do attitude. We need someone to keep us organized and to interact with our stakeholders in a professional and constructive manner. This position provides office administration and supports four investment professionals, as well as special projects.

This is a full-time position in a small and cohesive team structure.

Hours: 37.5 hours/week. 9:00 AM – 5:00 PM. Some flexibility required.

New Market Funds – Office Administrator/Executive Assistant

This position offers an attractive salary, benefits allowance and three weeks of paid vacation.

Qualifications

Required Experience:

- Minimum two years' experience in office administration
- Preferably some experience in bookkeeping or accounting
- Experience in investor/customer relations, accounting, or marketing are a helpful, but not required

Required Skills:

- Demonstrated ability to implement streamlined processes
- Excellent interpersonal communication skills and team work abilities
- Skilled in MS Office suite (including Outlook, Word, Excel, Powerpoint, Adobe) and familiar with basic bookkeeping (Quickbooks or similar) and invoicing procedures
- Ability to quickly learn new software
- Evidence of personal engagement in, or desire for, social and environmental change

Applications

If you think this describes you and the role you are looking for, please submit a cover letter and a resume to info@newmarketfunds.ca with the subject line "Application: New Market Funds Office Administrator". Applications will be reviewed on a rolling basis.

All qualified applicants are invited to apply. We thank all applicants; however, we will only contact those applicants selected for an interview.