

JOIN OUR TEAM.

Highstreet Asset Management Inc. is an investment advisor firm based in London, Ontario. Adopting a team approach, Highstreet is well known for having a quantitative, disciplined investment process. We manage portfolios for private clients, foundations and pension plans. In addition, we provide sub-advisory investment management services to a number of financial institutions. In our 12 year history we have successfully built a business with client portfolios exceeding \$5 billion.

We are looking for a **PART-TIME RECEPTIONIST AND ADMINISTRATIVE ASSISTANT** to join our team. This position will report to the Vice President, Private Client Service.

Hours: Daily: 10 am - 2 pm Full days may be required for vacation coverage

Primary Duties include:

- Act as primary backup and replacement at lunch time for our receptionist
- Review and distribute incoming mail
- General housekeeping items
- Act as primary back up to Client Service Administrator
- Complete internal electronic filing system, ensuring accuracy of indexing
- Complete expense reports
- Assemble and send client packages / communications as requested
- Run internal reports from access database and distribute to team members
- Use external systems to confirm data with custodian
- Complete compliance checks
- Assist client service team with requests

The successful candidate will possess at a minimum:

- Successful completion of Office Administration Program would be an asset
- Good working knowledge of Microsoft Office Programs (Word, Excel, Access, PowerPoint)
- Excellent oral communication skills
- 1 - 2 years administrative experience
- Previous experience at a financial institution would be preferred

Required Skill Set:

- Detail oriented
- Strong organization skills
- Ability to multi-task
- Professional
- Client centric
- Team focused
- Self-motivated
- Strong written and verbal communication skills

We offer a competitive compensation package that includes salary and bonus. Our unique, entrepreneurial company culture has earned our firm local and provincial recognition.

If you are looking for a challenging career with a growing, well-respected investment firm please deliver your resume to resume@highstreet.ca by September 10th, 2010.