



## ADMINISTRATIVE ASSISTANT

**Hillsdale Investment Management Inc.** (Hillsdale) is an independent, employee-driven, and client-aligned investment boutique managing assets on behalf of a select group of sophisticated institutional and private wealth investors. We engage in disciplined active investment management, specializing in equities, alternatives, ESG, and customized mandates. We are committed to producing the highest quality equity investment strategies. As a firm, we value curiosity, humility, resilience, and strive to maintain an open, collegial and dynamic work environment. Hillsdale is recognized for both investment and service excellence – a reflection of our relentless pursuit of research and development and the dedication of our employees who invest alongside our clients.

Hillsdale has been consistently recognized as a **Great Place to Work** both in our industry and across Canada.

### WHAT'S THE OPPORTUNITY?

We are seeking a highly professional and reliable Administrative Assistant to support front-of-house operations and contribute to the smooth functioning of a high-performing investment firm environment. This is a hands-on, service-oriented role that requires strong organizational skills, attention to detail, and the ability to manage multiple priorities independently.

This is a full-time, in-office position requiring attendance five days per week. Reliability, consistency, and a strong sense of responsibility are essential to success in this role.

You will interact regularly with employees and external stakeholders and are expected to operate with professionalism, discretion, and sound judgment in a fast-paced environment.

Reporting to the Manager, Administrative Services, you will:

- Welcome and direct visitors to the company in a warm and professional manner.
- Handle incoming calls, re-direct/screen calls, take messages and deliver them to appropriate recipients.
- Organize mail and courier administration; sort, distribute, and arrange incoming and outgoing items.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Oversee the appearance and general upkeep of the office, including reception, meeting rooms, common areas, and kitchen facilities.
- Coordinate maintenance of office and kitchen equipment, and maintain inventory.
- Coordinate meeting logistics for staff and client interactions, including scheduling, room setup, materials preparation, and catering support.
- Lead the firm's Social Club, including planning and execution of monthly internal events and larger corporate initiatives such as staff retreats, celebrations, and team-building activities. Coordinate all event logistics, including vendors, catering, materials, and on-site delivery.

- Assist with the preparation of internal communications and event materials, including invitations, presentations, and basic graphic design using PowerPoint, Canva, or similar tools.
- Actively maintain contact lists in MS Outlook and our Client Relationship Management (CRM) system.
- Other general clerical duties include, but are not limited to: photocopying, scanning, and binding.
- Assist with miscellaneous administrative tasks for various departments as required.

This role is best suited to individuals who take pride in being dependable, detail-oriented, and proactive in supporting a high-performing team.

### **WHAT WILL YOU BRING?**

- College Diploma or Bachelor's degree preferred with 4–6 years of experience in an administrative or office support role within a professional services or financial services environment strongly preferred.
- Strong communication and interpersonal skills with a polished and professional demeanor.
- Highly organized with strong attention to detail and the ability to manage multiple priorities.
- Proven ability to work independently with reliability and sound judgment.
- High level of discretion, confidentiality, and professionalism.
- Solid working knowledge of MS Word, Outlook, Excel, and PowerPoint.
- Experience maintaining contact databases (e.g., CRM systems such as Sugar or equivalent) with a high level of accuracy.
- Comfortable troubleshooting basic A/V and office technology.
- Familiarity with AI productivity tools (e.g., Microsoft Copilot, ChatGPT or similar) and an interest in leveraging technology to improve efficiency and workflows.
- Service-oriented with a focus on delivering a professional experience for internal and external stakeholders.
- Experience supporting event planning and coordination, along with comfort preparing presentation or event materials (including basic graphic design using PowerPoint, Canva, or similar tools), is considered an asset.

### **WHAT'S IN IT FOR YOU?**

- The estimated salary range for this position is CAD \$50,000-\$65,000. Actual compensation may vary based on several factors, including bonus eligibility, relevant experience, skills, education/training and location. The upper end of the range is typically reserved for candidates who demonstrate expertise exceeding the position's requirements.
- Competitive performance bonus, paid vacation time, extended health care and a generous Health Care Spending Account.
- Supportive amenities: commuting reimbursement, access to a stocked kitchen, catered lunches, and monthly employee events.
- Hillsdale's charitable giving program matches your donations and supports your volunteer interests.
- Access to an in-house personal Financial Advisor.
- Centrally located office at King and Bay, and remarkable views of Toronto and Lake Ontario.

**Application Deadline: June 14, 2026**

**Additional Information**

*This job advertisement is a current vacancy for a new opportunity. Hillsdale may use artificial intelligence (AI) tools to assist in screening and assessing applicants. The use of AI does not replace human decision making.*

*Hillsdale is an equal opportunity employer and as such does not discriminate on the basis of race, colour, religion, sex, national origins, age, sexual orientation, disability or any other characteristic protected by applicable laws. We encourage applications from people of all abilities and will make reasonable accommodations upon request.*

*Not sure if you qualify? Apply anyway! Our workforce comes from diverse backgrounds and industries. Please forward a cover letter and resume to [careers@hillsdaleinv.com](mailto:careers@hillsdaleinv.com).*

*We thank all interested applicants; however, only those selected for an interview and legally eligible to work in Canada will be contacted.*