



INVESTMENT  
MANAGEMENT TRUST INC.  
The University of British Columbia

## **Executive Assistant to the President & CEO/Office Coordinator Vancouver, BC**

UBC Investment Management Trust (IMANT) is a wholly owned subsidiary of the University of British Columbia, providing investment management for the UBC Endowment Fund, Staff Pension Plan and other UBC-related funds. The funds are invested across all major public and private asset classes and in aggregate value of \$4.4 billion as of March 31, 2020.

This role will provide support to multiple areas in the company including supporting the President and CEO, UBC IMANT Board and staff.

Responsibilities include but are not limited to:

- Coordinate and maintain internal and external meetings and calendars for staff
- Communicate with various UBC departments, advisors, board members and external investment managers
- Coordinate and maintain legal and corporate documents and files
- Assist with benefits administration
- Maintain relationship with service providers and assist with UBC IMANT account payables
- Assist with logistics and travel arrangements for staff and board members

### **Qualifications**

- Minimum 10 years at a senior level executive assistant position in the investment management/finance industry desirable
- Superior time management skills and superior oral and written communication skills
- High degree of professionalism and discretion/confidentiality
- Advanced computer skills in MS Word, Outlook, Excel, Powerpoint, Adobe, Diligent and teleconferencing software
- College diploma, supplemented with office administration/technical courses and professional development educational seminars
- Working knowledge of SAGE is an asset.

Please note only candidates that are selected for an interview will be contacted. To apply, please submit your cover letter and resumé to [hr@ubcimant.ca](mailto:hr@ubcimant.ca) on or before July 10, 2020.

Thank you for your interest in this position.