



Job Title	Executive Assistant
Hiring Manager	Anthony Scilipoti, Chief Executive Officer Josie Monasterolo, Chief Operating Officer
About Veritas	<p>Twenty-five years ago, Veritas Investment Research flipped the equity research model on its head - instead of giving away research and making money through banking relationships, we used our independence to produce high-quality research that we could sell to clients. That model still stands today, with Veritas having grown to become Canada's largest independent equity research firm. Being independent gives us the power to say things that others can't or won't.</p> <p>Seven years ago, Veritas Asset Management was established, founded on the belief that superior investment research leads to better investment decisions. Veritas Asset Management offers investment products that are driven by active management to reduce volatility, lower risk, and maximize returns.</p> <p>Our mission is to be the #1 source of trusted, independent research that helps investors make better investment decisions.</p>
Job Type	Full-time, with a minimum of 4 days per week in the office.
Job Description	As the Executive Assistant, you will support the office of the President & CEO, as well as the other members of the executive and publishing teams. You will ensure office inventory and maintenance are always upheld.
Key Responsibilities	<ul style="list-style-type: none">• Maintaining and supporting the calendar of the President & CEO• Managing client entitlements through various platforms and providing monthly reporting to staff• Coordinating the onboarding and offboarding process for staff members• Managing CRM accounts and logging client interactions to various portals• Formatting and publishing research reports and marketing campaigns, as needed• Answering phones, distributing mail, ordering office supplies, watering plants, and supporting the executive team as needed• Coordinating travel arrangements for executive staff and sales teams• Overseeing all conferences/webinars and ensuring successful execution• Compiling and filing of expenses from executive staff members• Formatting all presentations as needed



**Academic
Qualifications/
Experience**

- Bachelor's degree (or equivalent) in business administration or management
- Advanced knowledge of CRM databases, including but not limited to Maximizer, Salesforce, and Microsoft Dynamics 365
- Advanced understanding and experience with Microsoft suite, including but not limited to Word, Excel, and PowerPoint

Essential Traits

- Self-starter
- Extremely organized
- Detail-oriented
- Enjoys completing tasks
- Revels in the success of the team

**Contact
Information**

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