



**Job Title** Media Specialist

**Hiring Manager** Josie Monasterolo

**Organization Overview** Founded in 2000, Veritas is Canada's largest independent equity research firm. We cover the TSX 60 and companies we think pose a risk to the investing community. Our unique forensic accounting-based research approach has proven that a careful understanding of financial information provides the key to a secure investment decision.

Our clients are some of the most respected institutions in both Canada and the US, such as regulators, pension funds, and asset managers. Many of our clients have been with us since our inception and we remain committed to meeting their ongoing needs. Veritas is also Canada's first and only equity research firm to be certified as a CPA training organization by the Institute of Chartered Accountants of Ontario.

We have five guiding principles:

1. Put our clients first
2. Hire, train and develop the best people
3. Always be unbiased in our views - outcomes are seldom by chance
4. Turn facts into ideas and actions
5. Lead with forensic accounting-based principles

Our mission is to be the trusted source of independent research that helps investors make better investment decisions.

**Job Type** Full-time

**Travel %** none

**Job Description** As a Media Specialist, you will work with the Media Manager and the Vice President of Communications and Strategy to format and publish newsletters, reports, and video content.

**Common Tasks include:**

- Supporting the sales and research teams in administrative and reporting duties
- Formatting and publishing content in both digital and visual media; sometimes outside of office hours: early morning and late night, as required
- Assisting in social media platform branding
- Maintaining all Veritas websites
- Formatting and finalizing client facing presentations
- Maintaining Veritas CRM databases
- Recording live video streaming
- Recoding pre-recorded video content
- Video editing through various software products



**Job  
Requirements**

- Hands-on experience with Content Management Systems and/or Email Platforms and HTML
- Familiar with Microsoft publishing software, including Word, Publisher, PowerPoint, Excel and Illustrator
- Familiar with Video conferencing platforms such as Zoom and Webex
- Familiar with video editing software such as Movavi and Vimeo
- Demonstrated social media skills
- Works well independently and within a team
- Self-motivation to exceed established goals
- Detail-oriented, accurate, efficient, and organized
- Problem solver
- Good writing and copy editing skills

**Contact  
Information**

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