

## **Wolverton Capital Markets Executive Assistant (Calgary)**



Wolverton Capital Markets (“WCM”) is a fast growing, niche investment bank. We provide a full spectrum of corporate finance, equity research and institutional sales and trading services to our corporate and institutional clients. WCM is a division of Wolverton Securities Ltd. (“Wolverton”). Wolverton has been providing investment services since 1910 through an extensive retail sales force of over 100 investment advisors. WCM is in the enviable position of being able to leverage this retail network to provide superior access to capital and the timely placement of our client’s equity. We are committed to recruiting and retaining motivated and success driven investment industry professionals who are dedicated to the pursuit of excellence and excited about the prospect of joining a growing, top-notch capital markets franchise.

### **Position Description:**

The Executive Assistant’s (“EA”) primary role will be to provide senior administrative support and entry level banking support to all senior professionals within the WCM team.

### **Duties & Responsibilities:**

- Provide senior level administrative support
- Keep accurate and complete records of financial transactions, expenses and client communication
- Develop office management practices, policies and procedures
- Answer calls, coordinate client meetings, travel arrangements and other logistical details
- Prepare and submit expense reports, order office equipment and supplies
- Provide assistance with preparing pitch books, presentations and introductory stages of modeling

### **Requirements and Skills:**

- Detail oriented and able to work well under pressure to meet strict deadlines
- Strong attention to detail and results oriented
- Excellent organization skills
- Eager to advance career and grow with the WCM team
- Strong work ethic, commitment to working long hours and very entrepreneurial
- Excellent written and verbal communications skills
- Superior computer skills, including; Excel, PowerPoint, Word and Outlook
- Experience with pitch books, presentations and modeling
- Team player
- Experience in the investment and / or oil and gas industries
- Supervisory and office management experience would be an asset
- University / college degree, CFA enrollment would be an asset

### **Package includes:**

- Excellent potential for upward mobility and career advancement within the WCM team
- Competitive compensation, benefits, seat on bonus committee (non-voting) and a promotion commitment, if certain milestones are achieved

### **Forward cover letter and resume to:**

Wolverton Capital Markets  
**Attention: Human Resources**  
335 8th Avenue SW, 21<sup>st</sup> Floor  
Calgary, Alberta  
T2P 1C9 or Fax to (403) 691.5759  
Email:careers@wcmtothepoint.com

We would like to thank all applicants for their interest; however, only those under consideration will be contacted.