

Office Administrator

THE ROLE

An Office Administrator supports QV's administration and operational functions of the firm, ensuring an efficient and organized work environment. This role encompasses reception duties, as the first point of contact for all clients and guests. The successful candidate will exhibit a professional and courteous attitude when greeting guests in person or dealing with people over the telephone and be expected to embrace QV's team-based culture, which supports an environment of mutual respect and shared rewards.

WHO WE ARE

QV Investors is an employee owned, discretionary investment management firm managing portfolios on behalf of institutional and private clients. QV is committed to investing, supporting, and empowering our people. Founded in 1996, QV stands for "Quality" and "Value", characteristics that resonate through the firm's culture and investment principles.

VISION, MISSION, AND VALUES

Our mission is to provide exceptional investment management by constructing portfolios that grow income and capital while minimizing the risk of loss. To achieve this, we continuously invest in our people and offer regular communication to all our stakeholders. Providing excellence in investment management and client service along with the best security selection, portfolio management, and communications for our clients is our key vision. We achieve both our vision and mission through the values that make up the core of our firm.

These values include:

- **Clients First:** Our clients' success defines our success.
- **Integrity:** We operate with candor, respect, and professionalism.
- **Excellence:** Through continuous improvement, we strive for excellence in everything we do.
- **Teamwork:** Working towards shared goals gives us strength to achieve more.
- **Accountability:** As owners, we hold ourselves to a higher standard.

Position at a Glance

Role: Office Administrator

Hours: Part-time; Tue-Thu

Location: On-site at our Calgary office

Salary: Market

Start Date: Negotiable

To apply, send your resume and cover letter to:

careers@qvinvestors.com

Closing Date:

4:00PM MST, February 12th, 2024



MAIN RESPONSIBILITIES

Office Administration/Support Operations Teams

- Reception duties: greet clients and guests with a professional and courteous attitude
- General office administration, filing, and data entry
- Internal and external report distribution
- Supporting operations teams and other administrative duties as needed
- Maintain confidentiality
- Other clerical duties and tasks as assigned

CANDIDATE REQUIREMENTS

What we're looking for:

Professional Required

- A minimum of 1-5 years of relevant experience in an administrative role
- Preference will be given to candidates who have previous professional experience in administrative assistant, reception, or office clerk positions
- Proficiency in MS Office with expertise in Microsoft Excel and Word
- Ability to work independently with limited guidance and manage multiple time sensitive tasks simultaneously

Who you are:

An individual with...

- Ability to excel in an organization with a strong team based culture
- An ability to work both independently and cohesively with others
- Demonstrates sound verbal and written communication skills
- Possesses strong organization and time management skills
- Detail oriented, with a strong work ethic
- Has excellent computer skills with a good working knowledge of the MS Office suite of products
- Demonstrates strong interpersonal skills, and enjoys interacting with people
- Dedicated to pursuing excellence, continuous improvement and self-leadership



WHAT WE PROVIDE

- A competitive compensation structure that reflects industry levels including overtime.
- A comprehensive health benefits program and access to confidential family assistance services.
- Three personal “Quality” (Q) days, with pay, per annum to provide flexibility and support to the personal well-being of our team members.
- A central office location with secure bike storage and on-site gym access with complimentary fitness classes offered.
- QV's Short-Term Bonus Plan

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

QV actively fosters an inclusive culture that values individuals from all walks of life. Fostering an inclusive culture begins with the hiring process and continues through the employment experience. We strive to break down barriers – and to have a workplace where diversity in experiences, backgrounds, cultures, ideas, and opinions are not just welcomed but celebrated. We want every team member to feel at home at QV. The diversity they each bring contributes to a great workplace, excellent service for our clients, rewarding and fulfilling careers... and a successful business!

To that end, we are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and providing accessible employment practices. We welcome and encourage applicants who identify as part of underrepresented groups to apply.

To apply, email your cover letter and resume to careers@qvinvestors.com with the heading “Office Administrator”. Candidates without cover letters may not be considered.

Alternatively, candidates may forward their cover letter and resume to:

**QV Investors Inc.
Attn: Hiring Committee
Suite 1008, 222 - 3rd Avenue, S.W.
Calgary, AB T2P 0B4**

We thank all applicants in advance and advise that only candidates selected for an interview will be contacted.