



Communications Associate

THE ROLE

QV is seeking to hire a Communications Associate to support the firm's reporting and marketing activities. This individual will contribute to the timely and accurate dissemination of internal and external reporting materials, and provide support in areas such as website administration, advertising initiatives and marketing analytics. The successful candidate will be expected to embrace QV's team-based culture, supporting an environment of mutual respect and excellence.

*This is a contract position. The right candidate may be considered for a long-term employment offer after the initial contract term.

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: Communications Associate

Hours: Full-time | 18m contract*

Location: Hybrid (negotiable for non-local candidates)

Salary: Market

Start Date: ASAP

To apply, send your resume and cover letter to:

careers@qvinvestors.com

Closing Date:

N/A



MAIN RESPONSIBILITIES

Reporting

- Assist in updating and maintaining data required in the reporting process, including but not limited to assets under management, client counting and organizational updates
- Contribute to monthly, quarterly and annual tasks required for client and consultant reporting
- Prepare presentations for existing and prospective clients

Marketing

- Contribute to the implementation of QV's marketing strategy, including:
 - Written, video and audio content
 - Website and social media content
 - Email marketing
 - Design and production of print and digital documents
- Support the production of regular written communications, including Requests for Proposals, due diligence questionnaires and QV Insights
- Report on analytics to help evaluate the ongoing success of marketing initiatives
- Effectively collaborate with other members of QV's communications team and third-party service providers
- Effectively collaborate with QV's Investment Committee and Private Client team
- Support QV's Event Planning Committee as required

CANDIDATE REQUIREMENTS

What we're looking for:

Professional

- 2+ years of professional experience
- Superior attention to detail
- Exceptional written, verbal and visual communication skills
- Strong organization and time management skills, with proven ability to manage simultaneous tasks
- Ability to work both independently and cohesively with others
- Proficiency in programs including MS PowerPoint, Excel and Adobe

Educational

- Completion of a post-secondary program; Bachelor's Degree would be considered an asset
- Progress toward investment-related courses or other industry designations (such as CFA®, CIPM®, CIM®) would be considered an asset

Who you are:

- An individual dedicated to pursuing excellence, continuous improvement, and self-leadership
- A professional with an abiding curiosity for investing, people, and business





WHAT WE PROVIDE

- A hybrid work environment
- A competitive salary that reflects industry level
- A comprehensive health benefits program and access to confidential family assistance services
- Seven 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 complimentary secure bike storage and on-site gym access with fitness classes offered

DIVERSITY

Varied perspectives and skillsets have the potential to enhance decision making, promote continuous improvement and enrich our collaborative culture. Diversity in many forms (including but not limited to diversity in experiences, backgrounds, cultures and ideas) is therefore considered alongside an unbiased assessment of merit and qualifications when seeking the best possible candidate for each employment opportunity.

Teamwork is a key tenet of our culture; we strive to ensure all QV'ers feel empowered to use their diverse perspectives and experiences in pursuit of our shared goals. We provide all individuals in all roles with opportunities to learn, grow, and benefit from an environment of mutual respect.

To apply, e-mail your cover letter and resume to careers@qvinvestors.com with the heading “Communications Associate”. Candidates without a cover letter may not be considered.

Alternatively, candidates may forward their application packages 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.