

## About the job

Tina Tehranchian, an award-winning and highly regarded Senior Wealth Advisor with Assante Capital Management Ltd., a leading Canadian wealth management firm, is seeking an administrative assistant to provide comprehensive support to her Toronto-based practice. The ideal candidate will possess a blend of digital literacy, organizational prowess, and interpersonal finesse to effectively manage administrative tasks and enhance office efficiency.

### Mandatory Qualifications

- Strong digital literacy and research skills, with the ability to discern the reliability of information
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and other standard office platforms
- Demonstrated expertise in data management and entry, with a focus on accuracy and attention to detail
- Exceptional written communication skills, with the ability to convey information clearly and professionally
- Strong time management, multitasking, and organizational abilities
- Interpersonal finesse, with a professional demeanour and excellent office and phone etiquette
- Ability to thrive under pressure, manage multiple deadlines, and navigate challenging situations with composure
- Proactive mindset with a commitment to continuous improvement and process optimization
- Capacity to work effectively both independently and as part of a collaborative team

### Desirable Assets

- Experience in event/meeting planning and coordination
- Canadian securities licence
- Experience with Conquest and Snap Projections software
- Good knowledge of Morningstar Advisor Workstation

Assante Capital Management Ltd. is an equal opportunity employer and does not discriminate in employment on the basis of any of the protected reasons as described in the Ontario Human Rights Code. We are committed to providing accommodations for persons with disabilities, as described in the Accessibility for Ontarians with Disabilities Act, 2005. Accommodation requests will be reviewed and granted to those that request assistance during our hiring process.

Assante Capital Management Ltd. is a Member of the Canadian Investor Protection Fund and the Canadian Investment Regulatory Organization.