PRIME QUADRANT®
BETTER INVESTMENT DECISIONS

Investor Relations Specialist

Prime Quadrant (PQ) is currently seeking an Investor Relations Specialist to join our team. The successful candidate will be responsible for ensuring clear and effective communication between PQ's Research Team and other stakeholders in the organization (Consulting Team, Operations Team, clients, etc.). The ideal candidate is someone who has fantastic written and verbal communications skills, strong knowledge of Alternative investments and sweats the details. The Investor Relations Specialist will be an integral part of the organization and stand at the intersection of many of our company's most important functions.

Primary Responsibilities:

- Understanding key aspects of PQ's investments and conveying to the Consulting Team.
- Creating client-facing material using Research Team information from investment monitoring and due diligence.
- Managing centralized internal Q&As for investment-related information.
- Coordinate presentations and meetings between Research or third-party investment managers and the Senior Consultants and/or clients
- Developing processes and systems to improve cross-team communication within PQ.
- Assisting the Director of Research and compliance department in the compliance review of client-facing material.
- Driving improvements and managing the Research Team's CRM database on external managers.
- Reviewing all client-facing material produced by the Research Team for clarity and professionalism.
- Coordinating with the Operations Team and external investment managers to ensure proper execution of client allocations.
- Creating Fund Set-Up Sheets for newly approved investments on PQ platform.
- Coordinating with external investment managers to document and communicate pertinent details related to client investments, including but not limited to tax treatment, closing dates, the timing of distributions and capital calls, share class options, legal documentation requirements etc.
- Attending Investment Committee meetings with the Research Team, Consulting Team and senior executives of the company.

Qualifications:

- 5+ years of experience at a financial services firm, preferably within an investment research or investor relations role.
- University degree (B. Comm or B.A. preferable).
- Completion of at least two levels of the CFA exam is an asset.
- Professional experience in writing client-facing material is an asset.

Key Attributes:

- Very strong written and verbal communication skills
- Highly accurate work product
- Would enjoy the prospect of working across different teams and organizational functions
- Supportive, collaborative and sincere mindset.
- Ability to prioritize, multi-task and work in a fast-paced environment
- Willingness to go above-and-beyond continuously to provide an exceptional client experience

Compensation:

- Industry competitive salary
- Performance-based bonus structure.
- Health benefits via participation in the firm's health spending account
- 3 weeks' vacation per annum
- Career advancement with demonstrated performance

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