



8 King St. East, Suite 1105, Toronto, ON M5C 1B5

Comarm Office Administrator

Comarm Solutions is a consulting firm based in Toronto, Canada that provides compliance and regulatory, advice and assistance to Securities Dealers, Mutual Fund Dealers, Exempt Market Dealers, and other securities market participants. Our team of consultants are experts in different areas of compliance and regulation.

Our business is growing, and we are adding an Office Administrator to our team to keep up with the demand for our services. The Office Administrator will be responsible for general administrative duties and assisting the President & CEO with a variety of client related tasks.

Candidate

Qualities:

- Nice person
- Works collaboratively with others
- Resourceful, independent
- Patient listener
- Highly organized
- Excellent communication skills

Experience:

- Securities industry experience is an asset
- 2- 3 years of administrative experience
- Proficient with MS Word, Excel, Powerpoint, and Adobe Acrobat

Role

Title:	Office Administrator
Employment:	Full-time
Location:	8 King St. East, Suite 1105, Toronto
Reports to:	Leo Purcell, President & CEO
Compensation:	\$40,000 - \$50,000/year
Benefits:	Comarm employee benefits package

More Information

Please contact Leo Purcell: (416) 304-9501 or leopurcell@comarm.com.

Visit: www.comarm.com