



### **Institutional Sales Assistant**

This role is a unique opportunity for an individual to support our Institutional Equity Sales department. We are looking for a self-starting and team player who will thrive in a fast-paced, deadline-driven & dynamic environment.

#### **What is expected of you?**

- Support the sales department through coordinating meetings with institutional investors and corporate clients.
- Prepare relevant marketing material for roadshows and conferences.
- Manage internal CRM to maintain consistent and up to date database of client interactions.
- Identify gaps, issues and best practices through monitoring of sales performance against planned targets.

#### **What do you need to succeed?**

##### **Must-have**

- Strong computer skills (Word, Excel, PowerPoint) with the ability to quickly learn new platforms (e.g. Bloomberg, Zoom);
- Detail oriented with solid communication skills.
- Self-motivated and an ability to perform under pressure and meet time sensitive deadlines, sometimes for extended periods of time;
- Demonstrated passion for equity/financial markets.

##### **Qualifications:**

- 2-3 years' experience in financial services, preferably sales.

This full-time role is based in Toronto and reporting to the Head of Sales. Please send your resume to [careers@beaconsecurities.ca](mailto:careers@beaconsecurities.ca)

##### **About Beacon Securities Limited**

Founded in 1988, Beacon is a full-service independent investment dealer in Canada, with a growing emphasis on mid-market institutional equities.

Beacon has a strategic presence across Canada and serves clients globally across many different sectors. Our team is comprised of a diverse group of dedicated investment professionals who are passionate about creating value for our clients.