



*Specialized in fixed income, Casgrain & Company Limited is the largest Canadian non-bank owned investment dealer. Casgrain, founded in 1947, operates in the North American financial markets.*

*Casgrain & Company Limited is an equal opportunity employer.*

*We are committed to attracting, hiring and retaining talented and motivated individuals.*

**Position:** Administrative Assistant, Capital Markets  
**Location:** Downtown Montreal  
**Duration:** Permanent full time  
**Hours:** 8:30 - 5:00 (37.5h/week)

### **ROLE AND RESPONSIBILITIES**

Working in our Capital Markets department, you will be responsible for performing various administrative tasks for a team of eight colleagues. To this end, you will participate in the administrative and operational support of the department varying from writing, organizing events/conferences, commercial data entry. Other related administrative tasks according to the needs of the team.

### **QUALIFICATIONS AND TRAINING REQUIREMENTS**

- § DEC/DEP in Administrative Technique or any relevant training;
- § Minimum of 1 to 3 years of relevant experience;
- § Bilingual (ability to speak, read and write in English and French);
- § Superior skills in using computer tools (notably the Microsoft Office suite); and
- § We are looking for a dynamic, organized, stable person who is able to work under pressure and who demonstrates flexibility, interpersonal skills and discretion.

### **EMPLOYEE BENEFITS**

- § Salary of 60 000\$ (based on experience and with performance bonuses);
- § Group insurance plan after three months;
- § Combination of remote work and office presence; and
- § Telemedicine.

***Kindly submit your curriculum vitae to [carriere@casgrain.ca](mailto:carriere@casgrain.ca)***

*We would like to thank all applicants for their interest; however only those under consideration will be contacted.*