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Addenda Capital is an investment management firm that provides customized solutions for institutional and high net worth clients. With offices in Montréal, Guelph, Regina and Toronto and a team of over 100 employees, Addenda offers traditional and alternative investment solutions. www.addenda-capital.com

ADMINISTRATIVE ASSISTANT

(Part-time with 20 hours per week and full-time 4 weeks every quarter)

We are currently looking for an Administrative Assistant located in Guelph. Under the supervision of the Office Coordinator, this role provides a full range of administrative support which includes telephone, fax, photocopying, filing and support in the timely preparation of clients' presentations. As well, travel arrangements and setting meetings and videoconferences are expected duties. We seek a dynamic, task-oriented, mature and conscientious individual with a sense of tact and diplomacy who enjoys meeting new people.

Qualifications and skills:

- High School Diploma or College degree in related program preferred;
- At least 5 years experience in an administrative assistant role with experience within the investment industry preferred. An equivalent combination of education and related work experience will be considered;
- Proficiency for MS Office, including advanced knowledge of Word and Power Point is essential;
- Superior communication skills (both written and verbal) – Bilingual (English – French) both oral and written is an asset;
- Good organization and time management skills;
- Good interpersonal skills;
- Availability to work from 9 am to 1 pm daily with the flexibility of working full-time during a 4-week reporting period every quarter.

Salary: Based on experience.

Interested parties should submit their resumes by September 13, 2010, by email at: m.fregeau@addenda-capital.com or by fax at (514) 287-7200.

We thank you for the interest that you have shown in our firm. Please note that only those applicants being considered for an interview will be contacted