



**Career Opportunity (Temporary)  
Administrator, Investor Dealer Services (Vancouver)**

We have a fifteen-month temporary opportunity for an experienced **Administrator, Dealer Services** to support Dealers and Investors in the administration of their mutual fund accounts. Your mandate is to provide Dealers and Investors with the highest level of professional service in relation to the administration of their accounts, including facilitation of trading, database maintenance and daily communications with existing investors and dealers.

**Qualifications and Experience:**

You have completed a degree or diploma and have at least 1 - 2 years of related experience in operations, administration or book-keeping. Experience within an IRROC, MFDA, Portfolio Management or Mutual Fund operation is an asset.

Additionally, you have:

- Excellent time management and organizational skills and the ability to multi-task and prioritize a diverse workload;
- Effective written and verbal communication skills;
- Excellent interpersonal skills;
- Ability to work independently and in a team environment;
- Ability to work accurately and with attention to detail;
- Knowledge of investment management products and services; and
- Computer skills - proficiency in Microsoft Office, with emphasis on Word, Excel and PowerPoint

Trez Capital is a recognized leader in Canada's private real estate lending industry and has built a reputation for providing developers, owners and investors innovative short to mid-term capital solutions for commercial properties in major centres across Canada and the United States.

We have earned the trust of investors, including some of Canada's largest pension funds, by applying rigorous institutional grade underwriting to generate attractive yields and stable sources of income. With offices in Vancouver, Toronto, Dallas, Palm Beach, Atlanta, GA, New York and Los Angeles, we manage a mortgage and investment portfolio of more than \$4.0 billion.

We have built our reputation on doing what we say, with a results-oriented approach to everything we do. We pride ourselves on our relationships and are passionate about providing exemplary client service, creating loyal and satisfied investors and borrowers and fostering a collaborative environment in which our employees can excel. We are driven to create winning

outcomes for our investors, borrowers and employees. We set bold goals and deliver results, balancing discipline, creativity and entrepreneurialism.

This is a fantastic opportunity with a leader in the real estate finance industry. We offer a competitive compensation package, including a performance based bonus, benefits, a LEED gold office space with bike lock up and an on-site gym. Please send your resume and cover letter to [careers@trezcapital.com](mailto:careers@trezcapital.com).

We thank all applicants for their interest; however, we will only be contacting selected candidates for follow-up.