



Career Opportunity

SALES COORDINATOR, CAPITAL RAISING (TORONTO)

We have an opportunity for a **Sales Coordinator, Capital Raising** to join our team and support the growth of the business. Reporting to the VP, National Sales Manager, you will provide proactive administrative support to the Capital Raising Team to enable them to solicit investment advisers and investment professionals to purchase securities through Trez. You will:

- Maintain and update data in SalesForce, including contact information, activities, opportunities and lists and run and request reports.
- Prepare and distribute marketing kits and other materials.
- Maintain team calendars.
- Book travel arrangements, hotel reservations and transportation as requested by the External Wholesaler and track and submit expenses.
- Assist with prompt follow-up on meetings, road shows, events and conference calls.
- Manage the quarterly e-mail distribution list.
- Assist in booking, organizing and tracking branch meetings, conferences and client events, in consultation with the Marketing team.
- Coordinate weekly team meetings – prepare the agenda, distribute minutes and generate weekly sales and activity reports.
- Assist with the completion of client documentation.
- Receive and manage inbound requests from prospects and clients.

Qualifications and experience:

- College or university diploma in business administration or a related field and 1 to 2 years of administrative experience, in the financial services industry is an asset.
- Completion of Canadian Securities course and bilingualism in French is an asset.

Additional requirements include:

- Superior interpersonal and relationship building skills.
- Ability to work independently and as a member of a team, in a challenging, fast paced, deadline driven environment.
- Good judgement and creative problem-solving abilities.
- Excellent written and verbal communication skills.

- Superior time management and organizational skills, with an ability to balance multiple priorities in a high volume, fast paced environment.
- Computer skills; proficiency in Microsoft Office and experience administering and working with Salesforce.

Trez Capital is a recognized leader in North America's private real estate lending industry. We provide property developers and owners with quick approvals on flexible short to mid- term financing. We also offer private and institutional investors strategies to invest in a variety of opportunistic, fully secured, high-yield mortgage investment funds and investment assets.

With a reputation for providing innovative financing for commercial properties in major centres throughout 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. We manage a mortgage and investment portfolio of more than \$4.7 billion.

This is a fantastic opportunity with a leader in the real estate finance industry, positioned for continued rapid growth. We offer a base salary and attractive bonus program and we are committed to your ongoing professional growth and development.

Please send your resume and cover letter to careers@trezcapital.com. We thank all applicants for their interest; however, we will only be contacting selected candidates for follow-up.