

Administrator, Alternative Investments

Regina, SK

Greystone Managed Investments Inc., overseeing more than \$30 billion of assets under management, is one of Canada's largest managers¹ of pension assets. Our employee-controlled firm offers our institutional clients a complete range of fixed income, domestic and global equities, infrastructure, and mortgages and real estate investments.

Greystone Managed Investments Inc. seeks an Administrator to join our Alternative Investments team. Alternative Investments include investments in real estate, mortgages and infrastructure assets. Reporting to the Chief Operating Officer, Alternative Investments, and working closely with legal counsel, this position will be responsible for the timely and accurate administration of the corporate and legal documentation of Alternative Investments.

Key Responsibilities:

- Assisting with the formation and on-going maintenance of investment related legal entities, including corporations and limited partnerships.
- Managing the underlying documentation related to client investments in Alternative Investment funds, including share registers.
- Assisting with the preparation of a wide range of legal documents, contracts, standard forms, letters, memoranda, and other documents related to Alternative Investments.
- Organizing and maintaining legal document templates related to Alternative Investments and other standard forms and precedents.
- Managing signed contracts related to Alternative Investments (maintaining physical files, creating a contracts database, diarization of key contract dates, etc.).
- Actively contributing to the day-to-day functioning of the Alternative Investments team, including carrying out any additional responsibilities assigned from time to time.

The successful candidate will have excellent interpersonal, written and verbal communication skills, strong analytical, organizational and multi-tasking skills, excellent proofing capabilities and attention to detail, ability to prioritize, meet deadlines and work with minimal supervision. Initiative and the ability to work both independently and within a team environment in a high-performing culture are key attributes of the successful candidate. High proficiency in MS Word, Excel, Power Point, and Outlook are required. Prior experience in the legal or real estate industries would be considered an asset.

Greystone has been recognized for its unique culture and was a recipient of one of Canada's 10 Most Admired Corporate Cultures (2012, 2015) by Waterstone Human Capital and Focus Elite (2012, 2013, 2014 and 2017) by Focus Consulting Group. If you are interested in working for a firm that provides a team-oriented work environment, a competitive compensation package, and opportunities for employee share ownership and professional development, please visit www.greystone.ca or express your interest by **March 23, 2018** to:

Greystone Managed Investments Inc.
300 Park Centre, 1230 Blackfoot Drive
Regina, Saskatchewan S4S 7G4
Email: careers@greystone.ca

¹ Top 40 Managers Report, Benefits Canada, November 2016 based on Canadian pension assets as at June 30, 2016.

