



Established in 1974, Mawer Investment Management Ltd. is the largest independent money manager in Alberta, providing investment management for individuals and institutions. Assets under management exceed \$9 billion. The company is proud of its reputation as one of Canada's most respected investment counsellors, and is committed to exceeding client expectations through its disciplined investment approach, strength across multiple asset classes, highly professional team and commitment to service excellence. For more information, visit our website at www.mawer.com.

The firm is seeking an individual for the following position in Calgary:

Manager of Private Client Services Administration

The Manager Private Client Service is responsible for leading the Private Portfolio Manager Associate team, ensuring efficient delivery of excellent client service, maintaining effective relationships, and driving client satisfaction.

In addition, the successful candidate will work with a portfolio manager who manages discretionary portfolios for high net worth and ultra high net worth individuals and families. The candidate will be a proactive, self starter who works well in a team environment.

Skills & Qualifications

Undergraduate degree

5 + years experience with a financial services firm

Experience and knowledge in investment counseling, client service or related experience in financial services

Experience in managing a team and demonstrated leadership skills

Unquestionable integrity

Long-term strategic thinker

Excellent oral and written communication skills

Capacity to interact with sophisticated, high net worth clients, and their trusted financial advisors including planning, accounting and legal professionals

Ability to think creatively and experience in process improvements

Collaborative approach and capacity to work with multiple departments within the firm

Working knowledge of all major computer software programs

Commitment to excellence and continuous improvement

Strong time management, prioritization and project management skills

Strong analytical, organizational and troubleshooting skills

Strong motivational skills aimed at learning new tasks and taking on new responsibilities

Major Responsibilities

Associate Function: Work closely with one or more private client portfolio managers in the role of an associate, to maintain client accounts, manage transactions and serve the needs of the client through service and client relationships.

Team Oversight: Lead a team of 8 to 10 private client associates. Train associates, provide problem resolution support, supervision, and coaching. Conduct regular performance appraisals, and administer HR functions as it relates to the team.

Departmental Oversight: Procedure and process improvement implementation and management. Interact with various departments, improve efficiencies and streamline business operations including participation with required working groups. Act as a liaison to ensure co-operation between associates, other areas of the firm and outside agencies. Participate and lead in firm projects for enhancement of client service.

Applicants should forward their resume by February 17, 2012 via email (include the reference **02132012-MPC** in the subject line) to the attention of Human Resources, c/o resumes@mawer.com, or mail to:

Human Resources
Mawer Investment Management Ltd.
900, 603 - 7th Avenue S.W.
Calgary, Alberta T2P 2T5

No telephone inquiries please. We thank all applicants and advise that only those selected for an interview will be contacted.