



Lysander Funds Limited  
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Toll Free: 1-877-308-6979  
[www.lysanderfunds.com](http://www.lysanderfunds.com)

**Job Title:** Coordinator, Sales  
**Company:** Lysander Funds Limited  
**Location:** Montréal, QC

Lysander Funds is an independent Investment Fund Manager headquartered in Toronto with regional offices in Montréal and Vancouver. We offer investment products to investment and mutual fund advisors and their clients with the aim of helping investors reach their long-term financial goals. We have an entrepreneurial culture that values hard work, honesty, and flexibility.

The Coordinator, Sales will work closely with the Regional Sales Teams to manage a region of existing and prospective Investment Advisors in Quebec. The Coordinator will work successfully in a team environment and build effective and collaborative working relationships inside and outside the team while maintaining professionalism and a passion for sales. This role reports to the Vice President, Sales Operations.

This is a full-time role working from the Montréal office of Lysander Funds.

### **Responsibilities**

- Manage and support sales territories through inbound and outbound advisor communications in English and French.
- Work closely with the sales teams to proactively manage schedules and priorities.
- Assist in the development of presentations and marketing kits.
- Support the administration of CRM software and other programs.
- Support marketing and compliance efforts as needed.
- Other duties as assigned.

### **Qualifications**

- Fluent in English and French.
- College diploma or undergraduate degree
- Familiarity with the financial services industry, including products and regulations.
- Good organizational skills with a high attention to detail.
- High quality written and verbal communication skills.

- Professional knowledge of MS Office (Word, Excel, Outlook, PowerPoint).
- Ability to work collaboratively to achieve team goals.

If you are interested in applying for this position, please submit your resume and cover letter by email only to [manager@lysanderfunds.com](mailto:manager@lysanderfunds.com).

We are committed to providing accommodations for people with disabilities in all aspects of the recruitment and selection process. If you require accommodation or special assistance, please send an email with your request to [manager@lysanderfunds.com](mailto:manager@lysanderfunds.com). Your information will be treated as confidential.

Deadline for applications: April 30, 2024