

Roadshow Coordinator, Institutional Equity Sales – Toronto Job #5004**Summary**

Working within Canaccord Genuity Corporation (“CGC”), this dynamic role will see you coordinate schedules, logistics and details for all deal, non-deal, and analyst roadshows, internal sales desk presentations and in-house institutional lunches for our corporate clients. In this role, you will interact with the CGC institutional sales staff, research analysts, and investment bankers across regions. You will also liaise with the firm’s corporate clients’ to ensure the success of their roadshow.

Responsibilities

- Interface with company management, equity research analysts, sales, and investment bankers to ensure that each roadshow is managed properly;
- Manage logistical details for roadshows (coordination, conference call-in numbers, ordering lunches, etc.);
- Work closely with regional offices to handle multi-city roadshows;
- Prepare and distribute presentation and marketing materials;
- Arrange for ground transportation for all roadshow participants;
- Create and maintain an ongoing database of roadshows;
- Gather and allocate expenses incurred;
- Serve as a point of contact for corporate clients, the investment banking team, research analysts and the sales desk.

Skills & Qualifications

- Minimum 2-3 years of relevant experience in a financial institution;
- Undergraduate degree in Finance or related field;
- Must be detail oriented and highly organized;
- Excellent time management skills;
- Clear communication skills, with strong interpersonal skills, allowing to interact with corporate clients;
- Proficiency in Microsoft Office and the use of internal databases;
- Ability and willingness to work in a fast-paced, dynamic organization, where long hours may be required.

Qualified applicants are invited to submit a resume and covering letter including salary expectations. All applications will be held in strict confidence.

Please email your application to Human Resources at toronto_careers@canaccord.com. We ask that all applicants send their resume in an MS Word document job #5004 and title in the subject line. In order to be considered for employment at CGC, candidates selected for interviews will be required to show proof of citizenship, permanent residence or eligibility to work in Canada with no restrictions.

We wish to thank all candidates for their interest but only those applicants selected for an interview will be contacted.