

HughesLittle Investment Management Ltd.

HughesLittle Investment Management (“**HughesLittle**”) is a Vancouver, British Columbia based investment management firm started in 2005. The firm is 100% owned by its employees. HughesLittle is the Investment Manager of two pooled funds and segregated investment accounts for individuals, corporations, and pension plans.

About the position

HughesLittle is looking for a full-time **Chief Operating Officer/Client Services Manager (“COO”)** to help the firm manage and improve all aspects of its operations. The successful candidate must have the ability to work both in a team and independently to better deliver the best possible service to the firm and its clients.

Responsibilities of the position

This position is a senior management position; the COO will be involved in the following operational areas of HughesLittle:

- Day-to-day activities and administration of the firm
- Management of the firm’s Client Services functions
- Business Development
- Compliance and Regulatory Affairs
- Maintaining and developing Policies and Procedures
- Financial and Administrative Management of the firm
- Risk Management
- Human resources
- Management of information technology

The COO will work with the Investment Management team; however, they will not be directly involved in investment research and portfolio management.

The position reports to the firm’s President.

Additionally, the COO will:

- Collaborate with the President to review day-to-day operations and implement necessary changes.
- Be involved with the firm’s client service activities.
- Develop relationships with potential clients.
- Develop an in-depth understanding of existing portfolio management and client reporting systems.
- Develop an in-depth understanding of existing Information Technology systems to identify areas of risk and potential efficiency gains.
- Support the Chief Compliance Officer in compliance related activities on an as needed basis.
- Keep current on regulatory, financial, economic, and technological trends and events which could impact the firm’s compliance, client services, financial management, and information technology functions.
- Create and maintain positive relationships within and outside the firm.
- Respond to client requests for information.
- Help produce and maintain firm marketing and regulatory material.
- Maintain relationships with existing third-party service providers.

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- Be involved with or develop projects to help grow the business or deliver better client service. This will include, updating website content, researching software tools, and keeping firm documentation current.

Qualifications

- Demonstrated investment management industry leadership and operations experience.
- Knowledge of the existing Canadian investment management industry compliance environment and its applications.
- Strong understanding and knowledge of the risks associated with the Canadian investment management industry and the ability to identify and implement strategies to reduce risk.
- Identifiable record of successful client service and business development accomplishments
- Registration (or have the requirements for registration) with a Canadian Investment Industry governing body.
- Completed the CFA and/or CPA professional program.
- Expert level Microsoft Office skills and strong Information Technology knowledge.
- Strong interpersonal and critical thinking skills.

Additional information

- This is an “in office” position with limited hybrid opportunities.
- There is a significant scope to increase responsibilities over time.
- The successful applicant will have an opportunity to join firm ownership.

Compensation

Annual base salary and bonus will be commensurate with Canadian investment management industry standards for similar sized firms and will be dependent on experience and qualifications.

How to apply for this position

To apply for this position, please submit your resume and a summary of your professional accomplishments by email only to hr@hugheslittle.com by 5:00 pm - December 16th, 2024.

Other Important Information

HughesLittle is an equal opportunity employer. It is the firm's policy to recruit and select applicants for employment solely based on their qualifications, with emphasis on selecting the best qualified person for the position. We are committed to fostering an inclusive, accessible work environment, where all employees feel valued, respected, and supported. We welcome and encourage applications from individuals from all groups, regardless of race, ethnicity, culture, gender, sexual orientation, religion, socio-economic status, age, and physical ability.

No telephone calls or recruitment agencies please.