



INVESTMENTS

PRIVATE PENSION PARTNERS INVESTMENTS INC.

INVESTMENT ADMINISTRATOR – JOB DESCRIPTION

Location:	301–99 Osborne Street, Winnipeg, MB
Compensation:	Compensation commensurate with experience and will include base salary, competitive performance-based compensation, and full benefits package.
Reports To	Vice President, Investments

JOB OVERVIEW

Private Pension Partners Investments Inc. (“P3I”) is seeking a detail-oriented and highly organized Investment Administrator to join our team. The Investment Administrator will play a crucial role in supporting the day-to-day operations of the investments team by managing the administrative and operational activities which will include ensuring all investments transactions, investor documentation and client processes and information are accurately recorded in a timely manner. This role is essential in ensuring efficient investor onboarding, transaction execution, and regulatory adherence while also contributing to investor engagement initiatives.

KEY RESPONSIBILITIES

- Maintain accurate investor records and ensure compliance with securities regulations;
- Process and review subscription agreements and investor documentation for accuracy and completeness;
- Analyze market data and conduct ongoing research to maintain up-to-date investment insights;
- Support the investor relations team by maintaining an organized CRM/database of investors;
- Assist in the preparation and management of P3 Investments’ offering and marketing materials;
- Coordinate investor events, webinars, and presentations, managing invitations, logistics, and materials; and
- Work closely with the VP, Investments and Chief Compliance Officer to streamline operational workflows.

QUALIFICATIONS & SKILLS

- Bachelor’s degree in Finance, Business Administration, Economics, or related field;
- Proficiency in Microsoft Office (Excel, Word, Outlook) and the ability to work with CRM systems, Adobe Sign, and other relevant software;
- Strong communication and written skills to effectively liaise with investors, advisors, and internal stakeholders;
- Exceptional attention to detail and accuracy in handling investor records and compliance-related tasks;
- Ability to work independently while also collaborating as part of a team;
- Ability to work under pressure and manage multiple tasks;
- Experience coordinating corporate events would be considered an asset; and
- Knowledge with private placements, exempt market securities, and regulatory reporting would be considered as a strong asset.

ABOUT PRIVATE PENSION PARTNERS INVESTMENTS INC.

P3I is a Winnipeg based firm registered as an exempt market dealer (“EMD”) in the Provinces of Manitoba, British Columbia, Alberta, Saskatchewan and Ontario for the purposes of raising capital on behalf of affiliated Private Pension Partners Real Estate Entities. P3I is also an affiliate of Private Pension Partners Inc. (“P3”). P3 is a Winnipeg based real estate investment manager that provides customized asset management, real estate development and advisory services for Canadian commercial and multi-residential real estate investors. More information can be found on our website at www.privatepensionpartners.com/

Applications, including a resume and cover letter, may be submitted in confidence to Louise Pitre, Vice President, Human Resources by email: louise@privatepensionpartners.com. We thank all candidates who apply, however, only those selected for a personal interview will be contacted.