ACCOUNT ADMINISTRATOR • PERMANENT POSITION • FULL TIME • OLD MONTREAL

WHO WE ARE

Giverny Capital is an investment advisor specializing in private wealth management. Founded on a long-term investment philosophy rooted in fundamental analysis, our firm is recognized in Canada and internationally for its **credibility, rigour and integrity**.

We place transparency and excellence at the heart of each of our professional relationships. More than clients, those who entrust us with the management of their investments are partners to us. At Giverny Capital, every team member contributes directly to the performance and reputation of a firm that creates value over the long term.

> *Joining our team means growing in a stimulating professional environment, upholding the highest standards of integrity and ethics — and seeing the concrete impact of your own work every day.*

THE ROLE

The rigorous and organized Account Administrator plays a key role in managing the end-to-end account opening process, processing transfers and contributions, and tracking client requests. This person will support our partners with rigour and professionalism. The position requires strong attention to details, excellent communication skills and an ability to work collaboratively in a dynamic fast-paced environment.

KEY RESPONSIBILITIES

Account Opening

- Client file management: personalized document preparation, client interactions for information gathering and transfer processing.

Electronic Transfers and Contributions

- Processing electronic fund transfers and contributions made by clients.

Inter-Institution Transfers

- Managing the transfer process: document verification, coordination with stakeholders and administrative follow-up.

Withdrawal Processing

- Processing client requests: entering transactions, coordinating with internal teams and monitoring internal processes.

Handling Miscellaneous Requests

- Processing administrative requests: managing communications, handling disbursement requests, monitoring transfers and verifying client files.

CANDIDATE PROFILE

- Bachelor's degree in business administration, accounting or a related field
- Minimum of 5 years of relevant experience in a related field such as banking operations, client service or a similar role
- Strong interest in wealth management
- Strong aptitude for client service and client relations
- Ability to manage multiple files simultaneously, with excellent prioritization skills
- Strong written and oral communication skills
- Team spirit and client focus
- Strong organizational skills, rigour and autonomy
- Bilingualism (English and French)

EMPLOYMENT CONDITIONS

Position Type	Permanent, full time
Work Location	Old Montreal — primarily on-site work
Compensation	Competitive based on experience (base salary plus bonus)
Benefits	Group insurance, group RRSP, training budget and other benefits
Environment	A human-scale team, a culture built on trust and excellence

HOW TO APPLY

Please submit your application on our website.

We thank you for your interest in Giverny Capital. We will only contact candidates whose applications have been selected for further consideration.