

GRAVITAS

SECURITIES INC.

Company: Gravitass Securities Inc.

Office: MNP Tower
1021 West Hastings, Suite 2880
Vancouver BC V6E 0C3

Department: Investment Banking

Title: Receptionist / Administrative Assistant to Sabrina Haloulakos, VP of Operations

Instructions: Please send a cover letter, resume and transcripts to careers@gravitassecurities.com with "Investment Banking – Receptionist / Administrative Assistant (Vancouver)" in the Subject Line

Ideal Candidate:

Gravitass Securities Inc. is looking for a bright, motivated young professional who is an excellent communicator with experience in the securities industry, this is preferable however not a mandatory requirement.

Must be a people focused, team player interested in administrative support alongside experienced industry leaders. Must be a self-starter and comfortable working both independently and as a part of a team.

Duties and Responsibilities:

- Handle all inbound phone calls and operate switchboard
- Greet clients at reception area and maintain boardroom for all internal/external meetings
- Manage all office service requests
- Keeps office supply inventory well-stocked
- Responds and follows up on client requests
- Assistant to Sabrina Haloulakos, VP of Operations. Manages all projects allocated by her
- Responsible for participation in general administrative duties, ad-hoc projects, committees and or group events
- Provides administrative support in a complex team environment
- Manage travel for the team

Qualifications, Skills and Requirements:

- Must be able to adapt and prioritize, meeting deadlines, in a fast-paced environment
- Must have a positive, professional attitude and always demonstrate professionalism
- Highly organized with excellent attention to detail and quality of work
- Excellent verbal and written communication skills
- Strong interpersonal and customer service skills

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S E C U R I T I E S I N C .

About Gravitas Securities Inc., Investment Banking:

Diverse Solutions for Diverse Clients

GSI's Investment Banking team advises both existing and emerging public companies to generate customized corporate finance solutions and gain access to both the Canadian and international capital markets.

Our dedicated team of investment banking professionals has the expertise to help companies at all stages of their growth. We have extensive experience raising equity from both institutional and retail investors and debt capital from private equity for clients in a wide range of industries, including mining, oil & gas, alternative energy, financial services, real estate, industrial and technology.

At GSI, we don't believe in a one-size fits all approach. We offer cost efficient financial solutions specifically tailored to meet our clients exacting requirements, enabling them to effectively reach their strategic goals.

Our Investment Banking Services include:

- Private equity and debt placements
- Secondary offerings
- Venture capital
- Resource production lending
- IPOs
- Capital pool companies
- Mergers & acquisitions
- Corporate workouts and refinancing
- Sponsorships