

## **Kineticor Asset Management Job Posting**

### **Development Support Lead**

#### *Overview*

Kineticor is searching for a motivated, and dynamic individual to fill the role of Development Support Lead. The role entails providing support to the executive leadership while assisting with a number of key areas across multiple departments to ensure day to day operations are functioning as efficiently as possible. The ideal candidate would be a self-starter who is able to manage a multitude of varying responsibilities and processes and works well in a team environment.

#### *Roles & Responsibilities:*

- Support the executive leadership team
- Work with leadership and other team members to bring concepts together in marketing materials and presentations
- Support the development of internal policies
- Proofread and help manage the development of investor reports, stakeholder communications and ESG initiatives
- Update website with project updates, new initiatives
- Assist in marketing and communications efforts by collecting resources, liaising with project personnel, QA/QC of materials
- Contribute and liaise with other team members and/or consultants in the development of reports and communications/marketing documents
- Manage third party IT service provider
- Manage Kineticor events
- Manage office requirements

#### *Work Arrangements:*

Kineticor provides flexibility in its working capacity. With employees situated across Western Canada, Kineticor provides the opportunity to either work remotely, or at the head office in Calgary, Alberta.

#### *Qualifications:*

- Proficient PowerPoint skills
- Technology savvy
- Strong time management skills
- Excellent verbal and written communication skills
- Results oriented – ability to deliver committed results, manage your own time
- Adaptability – ability to shift gears comfortably as business needs evolve