



Vice President, Investment Banking

Haywood is currently recruiting a **Vice President, Investment Banking** for its Vancouver office. Reporting to the Manager, Investment Banking, the successful candidate must be able to demonstrate a commitment to providing exceptional customer/client service, attention to detail and a willingness to take on new responsibilities and challenges as they arise.

Responsibilities include, but are not limited to:

- Oversee the administration of Non-Brokered Private Placement Financings;
- Conduct due diligence and background searches;
- Review regulatory filings, financial statements, and public company filings;
- Liaise with corporate clients, auditors, legal counsel, and Haywood staff;
- Collect and organize due diligence materials;
- Maintain checklists and due diligence plans;
- Review and maintain databases, data room materials, and;
- Assist the banking team as needed.

Requirements:

- Background in finance, accounting, or related experience in the financial sector;
- Knowledge of the securities industry, corporate governance and public company filings;
- Understanding of the securities regulatory framework;
- CSC and Series 79 completion an asset;
- Strong attention to detail;
- Excellent file management, organization and communication skills, and;
- Proficiency with all Microsoft Office applications.

If your background and experience is well suited to this role please submit your resume and cover letter to careers@haywood.com quoting position title in the subject line.

We would like to thank all candidates for their interest in this position; however, only qualified candidates selected for an interview will be contacted.