

VEER Business Advisors is seeking a Part Time Analyst to join our Burnaby team

VEER Business Advisors Ltd. is a group of seasoned business professionals with the ability to help business owners identify and implement the specific actions that will achieve their business transition goals. We work with business owners in the 1 to 5 years prior to exit, to help them enhance the value and sellability of their businesses, identify their exit options, and develop a customized exit plan. When the time comes to “push the button”, we support them every step of the way, guiding them to a successful transition.

We are seeking a part time analyst to support the continued growth of our organization. The successful candidate’s strong business acumen, technical abilities, communication skills and passion for client services will enable us to further establish ourselves as the leading value enhancement and exit readiness advisor in British Columbia.

The responsibilities of this position will be:

- Update valuation and other financial models with client data for use in reports, analyses and presentations
- Conduct and summarize industry and company research in support of active engagements
- Coordinate buyer due diligence, including managing documents and access to online virtual data rooms
- Create and design marketing materials
- Draft reports and presentations
- Manage confidential client information
- Maintain data base of business contacts
- Support creation and distribution of blog articles and newsletters

The attributes of the successful candidate will be:

- Detail-oriented, analytical individual committed to professional work
- Business degree or equivalent; perhaps enrolled in obtaining professional designation
- Experience with Excel, Word, Powerpoint and internet research tools
- Experience managing confidential information
- Proven organizational and time management skills
- Strong communication skills, with effective verbal and written English skills
- Ability to work independently

The time commitment will be about 20 hours per week, with flexible scheduling. This opportunity might be attractive to candidates balancing family commitments.

Please forward resume and cover letter by Tuesday September 25, 2018 to careers@veeradvisors.com.