

PRIVATE PENSION PARTNERS INVESTMENTS INC.

ASSOCIATE, PRIVATE CAPITAL – JOB DESCRIPTION	
Location:	301-99 Osborne Street, Winnipeg
Compensation:	Compensation commensurate with experience and will include base salary, competitive performance-based compensation, and full benefits package.
Reports To	Vice President, Investments

JOB OVERVIEW

Private Pension Partners Investments Inc. (“P3I”) is seeking a Compliance Manager to join our investment’s team. The Compliance Manager is responsible for executing and overseeing compliance-related investment operations, including documentation review, monthly closings, treasury administration, distributions and DRIP processing, investor recordkeeping, and investor reporting.

KEY RESPONSIBILITIES

- Support the Chief Compliance Officer in administering P3 Investments’ compliance framework, including review of investment and investor documentation for completeness, accuracy, and adherence to internal policies and regulatory requirements.
- Coordinate and manage monthly investment closings, including document tracking, capital inflow confirmations, reconciliations, and coordination with internal teams, transfer agents, and fund administrators.
- Oversee treasury-related processes, including dealer compensation, referral and third-party payments, investor distributions, and DRIP programs, ensuring appropriate approvals, reconciliations, and audit trails.
- Maintain accurate and up-to-date investor records across internal systems, service providers, and reporting platforms.
- Support the preparation, verification, and delivery of investor reports, statements, and distribution reporting.
- Maintain compliance logs, audit trails, and supporting documentation for regulatory reporting, audits, and internal reviews.
- Work collaboratively with finance, legal, investment, and external service providers, and assist with updates to internal policies, procedures, and compliance documentation as required.

QUALIFICATIONS & SKILLS

- 5+ years experience in finance, compliance, or investment operations
- Strong attention to detail and documentation accuracy
- Experience administering distributions, payments, and reconciliations
- Familiarity with investment structures and investor reporting
- Ability to coordinate across internal teams and external service providers.

ABOUT PRIVATE PENSION PARTNERS INVESTMENTS INC.

P3I is the registered exempt market dealer of the P3 Group of Companies, being a Winnipeg based real asset manager that provides customized asset management, real estate development and advisory services for Canadian commercial and multi-family real estate investors. A complete overview of our team, our projects, and our funds, can be viewed on our website at www.privatepensionpartners.com.

Applications for this position can be completed using the following link:

<https://privatepensionpartners.bamboohr.com/careers/71>

We thank all candidates who apply, however, only those selected for a personal interview will be contacted.