

**Posting Number 2026-0721**

**Listings Development Administrator - Canadian Securities Exchange (CNSX Markets Inc.)**

The Canadian Securities Exchange is a rapidly growing exchange invested in working with entrepreneurs, innovators, and disruptors to access public capital markets in Canada. The Exchange's efficient operating model, advanced technology and competitive fee structure help its listed issuers of all sectors and sizes minimize their cost of capital and enhance global liquidity.

Our client-centric approach and corresponding products and services ensure businesses have the support they need to confidently realize their vision.

The CSE offers global investors access to an innovative collection of growing and mature companies.

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**Role Overview**

The Listings Business Development Associate supports the Canadian Securities Exchange's listings development and issuer services efforts with a primary focus on Western Canada and select U.S. markets. This role also includes office management responsibilities for the Vancouver office and plays a key role in supporting the Director of Listings Development and the broader Listings Business Development team in advancing strategic initiatives, market development, and issuer engagement activities.

The successful candidate will help maintain efficient office operations while supporting cross-department initiatives, outreach efforts, research, and events that strengthen relationships with current and prospective CSE issuers. Acting as both an operational and strategic connector between Business Development, Issuer Services, Marketing & Communications, and internal teams, the role helps ensure the seamless execution of initiatives and programs.

Through proactive engagement, strong organizational skills, and detailed coordination of administrative and business development activities, this position contributes to the CSE's mission of delivering a world-class issuer experience and reinforcing its reputation as one of Canada's most issuer-friendly exchanges.

**This is a full-time, on-site new position based in our Vancouver, B.C. office.**

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## **Key Responsibilities**

### **Office Operations & Facilities**

- Manage incoming and outgoing mail, courier shipments, and office deliveries.
  - Act as liaison with building management and external service providers for maintenance, repairs, and operational matters.
  - Oversee office access control, including the issuance and management of staff and visitor access cards.
  - Maintain a clean, organized, and professional office environment, ensuring boardrooms and meeting spaces are presentation-ready.
  - Manage procurement, inventory, and budget awareness for office supplies and equipment.
  - Provide basic IT and technical support for meetings, presentations, and internal events.
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### **Health, Safety & Compliance**

- Maintain current health and safety training and certifications.
  - Conduct monthly office safety inspections and address identified issues.
  - Prepare and submit monthly health and safety reports.
  - Participate in Health & Safety Committee meetings and contribute to ongoing compliance and workplace improvement initiatives.
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### **Listings Business Development Support**

- Support the Director of Listings Development with initiatives related to issuer growth, market expansion, and strategic engagement.
- Assist with market expansion initiatives, including research, travel coordination, and scheduling meetings with prospective issuers and market participants.
- Conduct research on potential issuers, market participants, and target markets to support outreach and strategic planning.
- Prepare briefing materials, presentations, and background research for client and stakeholder meetings.
- Support tracking, reporting, and pipeline management activities, including outbound calls, meetings, and follow-up communications.
- Participate in meetings with clients and industry participants alongside senior team members.
- Support the development and maintenance of relationships with existing and prospective CSE issuers and stakeholders.
- Gather client feedback and market insights to support service improvements and product development initiatives.

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## **Cross-Department Coordination**

- Act as an operational and strategic liaison between Business Development, Issuer Services, Marketing & Communications, and other internal teams.
- Support events, initiatives, and communications that strengthen issuer engagement and market development efforts.
- Coordinate timelines, deliverables, and follow-ups for cross-department initiatives and strategic projects.

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## **Event Coordination & Execution**

- Create and manage event webpages, registration platforms, and attendee communications.
- Develop invitations, registration flows, and event communications aligned with CSE branding and strategy.
- Provide hands-on support at events, including setup, registration, speaker coordination, and sponsor support.
- Assist with logistics, transportation, and on-site execution for in-person events.
- Maintain accurate event data and integrate information into Salesforce for tracking, reporting, and post-event analysis.
- Lead coordination efforts for Vancouver Market Open ceremonies, studio recording days, and key Western Canadian events.

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## **Data Management & Reporting**

- Maintain organized records of issuer engagement, outreach activities, and business development initiatives.
  - Track engagement metrics to monitor service delivery and relationship management efforts.
  - Ensure data integrity across internal systems to support reporting, follow-ups, and strategic planning.
  - Use engagement and outreach insights to help inform the development of CSE services, programs, and market strategies.
  - Manage Salesforce data and reporting for various campaigns and initiatives.
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## **Special Projects & Strategic Initiatives**

- Assist with ad hoc projects supporting the Listings Development team.
  - Support initiatives focused on market expansion, issuer growth, and ecosystem development.
  - Manage competing priorities across office operations, events, and business development initiatives while maintaining a high level of professionalism and attention to detail.
  - Other responsibilities as assigned.
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## **Must-Have Skills**

- Demonstrated sales, relationship management, and presentation skills.
  - Strong interpersonal and communication skills, both written and verbal.
  - Interest in capital markets and the securities industry.
  - Strong organizational skills and attention to detail.
  - Analytical mindset with the ability to summarize information clearly and effectively.
  - Proactive attitude with a willingness to learn and take initiative in a fast-paced environment.
  - Sales Force Experience an asset.
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## **Qualifications**

- 1–3 years of relevant experience in financial services, capital markets, sales support, business development, or a related field.
- Bachelor's degree in Commerce, Economics, Finance, or a related discipline.
- Prior exposure to client-facing, research-oriented, or relationship management roles is considered an asset.

## **As a part of our team, you will receive:**

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- Competitive compensation
- Opportunities for advancement
- Comprehensive benefits package (health, life insurance, dental, disability, vision care)
- Employee Assistance Program
- Group Retirement Savings Plan
- Financial support for fitness programs and job-related education
- Vacation and leaves (e.g. personal days, sick leave)

The employee spends extended periods sitting, typing, and/or looking at a computer screen.

The physical demands described herein are representative of those necessary to successfully perform this job. Reasonable accommodations may be made upon request.

Interested applicants are invited to submit a resume and cover letter by August 5, 2026, to [careers@thecse.com](mailto:careers@thecse.com), or directly through the job platform in which this posting is advertised. Please ensure all application materials are submitted in accordance with the instructions provided in this posting and any application refers to the position and posting number. The salary range for this position is \$50,000.00 to \$65,000.00 and is provided for guidance purposes only. Compensation may vary and will be determined based on factors such as the selected candidate's knowledge, skills, and experience.

As part of our recruitment and hiring processes, we may use artificial intelligence (AI) tools to support decision-making and enhance efficiency. All AI-assisted activities are conducted in accordance with applicable privacy and employment legislation.

Please note all offers of employment at the Canadian Securities Exchange are conditional upon the successful completion of a pre-hire background check. This may involve anything up to and including a criminal history check, reference checks and/or credit check.

The Canadian Securities Exchange is dedicated to having a workforce with diversity of thought, ideas, experience and perspectives. These factors are essential to building and maintaining a culture of innovation and collaboration. In order to meet this commitment the CSE considers diversity, equity, and inclusiveness criteria in its talent management process.

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***The CSE is committed to fair and accessible employment practices and to providing accommodation for persons with disabilities. If you require accommodations to apply for this opportunity, require this posting in an additional format, or if contacted for an interview and require accommodation during any stage of the recruitment process, please contact us at [careers@thecse.com](mailto:careers@thecse.com). We will work with all applicants to determine appropriate accommodation for individual accessibility needs.***

The CSE thanks all applicants for their interest in this opportunity, however; only those under consideration will be contacted.