BRISTOL
Capital Management

Business Development Representative – Co-op

4-Month, Full-Time, In-Office – Oakville, ON

About the Opportunity

Our group is seeking **self-motivated and energetic** individuals who are interested in sales, business, and finance. This position allows students to understand and experience the sales aspect of a growing business, while gaining an inside look at the modern financial advisor and financial planning practice.

As a Business Development Representative, you will work with Senior Advisors who serve clients from a wide range of backgrounds and financial situations, each requiring tailored financial strategies. This role is an excellent opportunity to build experience and knowledge in sales, finance, and business in general.

You will spend most of your time on the phone speaking with business owners and corporate professionals who may benefit from structured financial guidance. This position is heavily sales-oriented and is **based full-time in our Oakville office**.

Key Responsibilities

- Perform outgoing sales calls (cold and warm) aimed at identifying and qualifying potential clients.
- Spend approximately 90% of your time on the phone, developing confidence and skill in professional sales conversations.
- Organize and maintain a database of prospects and clients in our systems.
- Contact prospects to determine interest in learning more about our services and selected investment products.
- Support and help facilitate the client onboarding process alongside Senior Advisors.
- Assist with basic research and analysis of investment vehicles and financial strategies.

Skills & Qualifications

- Currently enrolled in a co-op program at a recognized post-secondary institution in Canada.
- General interest in sales, wealth management, finance, or business.
- Demonstrated business development aptitude and entrepreneurial mindset.
- Strong work ethic and affinity for sales-focused roles.
- Ability to follow guidelines, processes, and instructions consistently.
- Fluent in English with strong verbal and written communication skills.
- Excellent interpersonal skills, professionalism, and a high level of integrity.
- High degree of self-confidence and leadership potential.
- Ability to work independently as a self-starter while contributing to a team environment.
- Client-service mindset; prior client-facing or customer service experience is an asset but not required.

Role Details

Compensation: $20 per hour base pay, plus a performance-based bonus opportunity with a total potential of up to $2,000 over the 4-month term. Bonuses are not guaranteed and are tied to individual performance metrics (e.g., activity levels, call quality, and results).

Schedule: Full-time, Monday to Friday.

Work Arrangement: In-office 5 days per week (Oakville, ON).

Term Length: 4-month co-op term.

Eligibility: Applicants must be enrolled in a co-op program at a post-secondary institution in Canada.

To apply, please submit your application through your school’s co-op portal or via the link provided in the posting.