

Fixed Income Research Assistant

Location: Toronto

Jarislowsky Fraser is one of Canada's leading investment firms. We manage the portfolios of pension funds, foundations, corporations and individuals in Canada, the United States and internationally — representing more than \$39 billion in assets under management. Headquartered in Montreal, we have offices in Toronto, Calgary, Vancouver and New York.

We are presently seeking a Research Assistant to join our team in Toronto.

Position Description

In this role, the Research Assistant will work in a dynamic environment for a small group of highly trained professional analysts and portfolio managers. This position is regarded as an entry level position in the investment management industry.

Responsibilities:

- Complete end of day processes for all bond trades up to trade/settlements involvement.
- Assist in the preparation of weekly ISC (Investment Strategy Committee) & Fixed Income Strategy materials.
- Assist in the preparation of quarterly client presentation materials from Bloomberg attribution to portfolio statistical analysis.
- Execute bond trades in retail client accounts according to specified instructions.
- Provide backup coverage for the Money Market trader.
- Other tasks assigned by the manager.

Skills/Qualifications:

- Strong verbal and written communication skills
- Organized with an aptitude for problem solving and multi-tasking
- Ability to work accurately with exceptional attention to detail
- Strong aptitude in math
- Excellent working knowledge of EXCEL, Word, PowerPoint, Adobe Acrobat
- Knowledge of Bloomberg, PCBOND (Bonddata, Bondman, Bondcalc)
- Ability to work effectively in a team environment is critical
- Ability to work well under pressure including extra hours when needed

Academics/Accreditations/Work permit:

- Undergraduate degree in Finances or related field
- Canadian resident or Canadian citizen (or a valid work permit)

We wish to thank all applicants for their interest in applying for this position, however, only candidates selected for interviews will be contacted. Please send your CV and cover letter to cvrh_hrcv@jflglobal.com

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