

## **Assistant, Institutional Portfolio Management**

### **Location: Montreal**

Jarislowky Fraser Limited is a registered portfolio management firm. Founded in 1955 as a research boutique, Jarislowky Fraser today manages 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 an **Assistant, Institutional Portfolio Management** to join our team in the Montreal office.

### **Description**

This position works directly with the firm's institutional portfolio managers on a wide variety of portfolio and client service matters and provides exposure to the entire institutional portfolio management process. The breadth of scope in this role will provide an exciting learning opportunity. As well, the position may involve some of the work below for private client portfolios though the emphasis is on institutional accounts.

### **Responsibilities**

#### **Primary**

- At a high level, the primary responsibilities are (1) to help the portfolio managers ensure that the portfolios under their management are managed according to their intended strategy within any guidelines or constraints supplied by the client and (2) helping the portfolio managers service clients either by gathering and vetting information to enable the portfolio manager to respond to a client query or by responding directly to a client.
- The candidate will work closely with various teams which model and execute trades and produce client reporting in carrying out the responsibilities above. Often the candidate will review work done by these teams and advise the portfolio managers of the status of this work and in other cases when the issues are more complex the candidate will take direct responsibility for the task. Given this, it is essential that the candidate fully understand the portfolio management and trading process.
- The candidate will also be responsible for other activities not covered by other internal teams such as checking adherence to various compliance rules and making sure that compliance certificates are accurate and signed off.
- In servicing clients, the portfolio managers or the candidate may receive ad-hoc requests from clients of a wide ranging nature such as broad market information, specific data about the portfolios including rate of return metrics, etc. In many cases the portfolio managers will rely on the candidate to determine the most appropriate response.

#### **Secondary**

- Over time and depending on the experience accumulated, the candidate may participate in client meetings with the portfolio managers.
- In addition to servicing existing clients, this role provides support to portfolio managers in developing sales materials and pitching new clients.
- The candidate may also be involved in client investment policy review and recommendations.
- Corporate development initiatives for the Canadian institutional business segment of the firm may also be conducted.

- Any other roles permitted by regulation to allow the portfolio managers to carry out services to our clients.
- Other tasks as required by management.

### **Requirements**

- 2-4 years' work experience (Investment Management, Corporate Development, Accounting, Finance, Economics)
- Undergraduate/Master's degree in Business, Math, Finance or related fields
- Enrollment in the CFA program
- CIM designation and/or registered Associate Advising Representative (AAR) considered an asset
- Strong understanding of the investment management industry and financial markets
- A sense of ownership and accountability for quality and detail of work
- Proven relationship building, communication and discovery skills
- Exceptional time management and task prioritization skills
- Strong knowledge of Excel and experience with Microsoft Office Suite

### **Skills/Qualifications**

- Client focused - Innate drive to build and maintain relationships
- Capacity to proactively manage client requests/ issues
- Strong oral and written communication skills both in English and in French
- Organized with good problem solving skills
- Ability to work accurately with strong attention to detail
- Ability to work well under pressure and multi-task
- Knowledge of Bloomberg, Wilshire, Advent, Moxy and/or other trade modeling systems
- Confidentiality, Integrity and Loyalty

Jarislowsky Fraser Limited applies the Equal Access to Employment Program guidelines and fosters an equal opportunity work environment. We wish to thank all applicants for their interest and effort in applying for this position, however, only candidates selected for interviews will be contacted.

<http://www.jflglobal.com>