

## **Assistant, Private Wealth Management (Retail Modeler)**

Jarislowsky Fraser Limited is a registered portfolio management firm. Founded in 1955 as a research boutique, Jarislowsky 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.

The Assistant to the Private Wealth Management team (Retail Modeler) rebalances accounts based on a model and enters trade transactions into our trading system. The firm has developed models that managers use to build their portfolios and the retail modeler will use these models and compare trades.

Tacked on to this main responsibility, the incumbent is also the go-to-person for account openings. As such, the individual is responsible to open all retail accounts, when the account is setup, the Client Service Administrator will take over the file.

**Location:** Montreal

### **Key Responsibilities:**

- Enter transactions in the system (Directly via Moxy system or with a spreadsheet)
- Check compliance breach before executing
- Verify the impact of portfolio transactions prior to execution
- Transfer transactions to traders and follow-up
- Model investments or withdrawals with the retail models (with approval of the PMs)
- Some analysis of the portfolios compared to the model
- Upload Broker held trade and then send to MTL Trader
- Coordinate account opening process with all relevant parties (PMs, custodians, clients)
- Become a primary resource for obtaining the correct documentation depending on the type of account being opened (registered, corporate, etc.)
- Other tasks as requested by management

### **Requirements:**

- 1-3 years' work experience (Investment industry experience preferred)
- Related undergraduate University degree
- Strong knowledge of Excel and experience with Microsoft Office Suite
- Bilingual (English and French)

### **Skills/Qualifications**

- Good knowledge of trading systems
- Good knowledge of Moxy (recognized as an asset)
- Organized with meticulous attention to detail
- Enjoys working within a small team
- Strong numeracy skills
- Attention to detail

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GLOBAL INVESTMENT MANAGEMENT

- Proven time-management skills, sense of urgency
- Excellent communication skills, both written and verbal
- Willingness to learn, adapts to change
- Reliable with a good sense of judgment
- Investment industry experience preferred (Brokerage, Investment or Trust Company)
- Good knowledge of MS Excel
- Capacity to learn new systems and processes

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 [kcarriere@jflglobal.com](mailto:kcarriere@jflglobal.com)

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