

Corporate Actions Support Specialist (16 to 18 month contract)

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 \$35 billion in assets under management. Solidified by a strong fiduciary culture, JFL has a long history of advocating for good governance. Headquartered in Montreal, we have offices in Toronto, Calgary, Vancouver and New York.

We are currently seeking a **Corporate Actions Support Specialist** to join our Montreal office. The candidate is an undergraduate in a related field with 3 to 5 years of experience in operations and with an investment and/or financial background. We are looking for a driven, talented individual with an excellent understanding of the products, processes and technologies used in the organizations of the investment industry. The candidate should possess an entrepreneurial attitude, be comfortable in taking initiative and suggesting new ideas, processes and improvements. As a Corporate Actions Support Specialist the candidate will also be responsible for processing voluntary and mandatory corporate reorganizations events to client accounts.

Location: Montreal

Responsibilities

- Responsible for carrying out timely & accurate interpretation and gathering and processing of high risk and complex Canadian, US and Foreign voluntary and mandatory corporate reorganizations within internal corporate action and accounting platforms.
- Responsible for reviewing and summarizing Legal Documents, including offering circulars, prospectus, Letters of Transmittal. This also includes all depository bulletins associated with corporate action events (CDS, DTC, BONY).
- Communicate accurately and timely to the Portfolio Managers, Assistant Portfolio Managers, Client Service Administrators, and Traders.
- Responsible for tracking trading activity during the due bill period on stock splits and stock spin-offs to reduce the level of risk and financial impact
- Responsible for obtaining and understanding potential tax implications from a prospectus on particular stock spin-offs, stock dividends and redemptions.
- Responsible for the timely and accurate reconciliation of internal accounts on a daily basis.
- Responsible for resolution of all outstanding securities and cash balances within specific capital reporting timelines.
- Responsible for the timely and accurate processing of proxy and class action activities in addition to the distribution and handling of shareholder communications.
- Provide support services to Portfolio Managers, Assistant Portfolio Managers and Client Service Administrators. Also provide assistance with respect to Corporate Action inquiries to Equity and Bond traders.

- Build working relationships with peers within the industry (both external and internal).
- Participate in projects to improve business processes and /or client service. Assist in the development of procedures for industry initiatives when required.

Requirements

- Solid understanding of relevant systems - Advent, Depositories (CDS, DTC, BONY, Euroclear) along with MS Word and Excel.
- 3-5 years' work experience (Investment industry experience preferred)
- Related undergraduate University degree
- Strong Knowledge and understanding of own department's products and services (tenders, offers, rights, warrants, consolidations, name changes, bankruptcies, redemptions, mergers and plan of arrangements)
- Bilingual (English and French)

Skills/Qualifications

- Organized with meticulous attention to detail
- Enjoys working within a small team
- Strong numeracy skills
- Attention to detail
- 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

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