

Junior Pooled Fund Administrator

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 **Junior Pooled Fund Administrator** to join our Toronto office. The candidate is an undergraduate in a related field with 1 to 3 years of experience in Investment Operations. We are looking for a driven, talented individual with an excellent overall understanding of Investment Operations with respect to products, processes and technologies used in investment management organizations. The candidate should possess an entrepreneurial attitude, be comfortable in taking initiative and suggesting new ideas, processes and improvements.

Location: Toronto

Responsibilities:

- Daily checking of pooled fund trade orders
- Processing pooled fund trade orders.
- Reconcile pooled fund statements and follow-up on any inconsistencies.
- Reporting
- Prepare monthly and quarterly client mailings and ensure that all documentation is sent to clients on a timely basis
- Cover reception from time to time
- Other duties may be required and may be subject to change

Requirements:

- Undergraduate degree in Finances or related field
- 1 to 3 years of trading experience or 3 or more years operations experience within an investment organization
- Excellent in MS Excel and Word
- Excellent overall understanding of Investment Operations back office processes and technologies within an investment management organization

Skills/ Competencies / Attributes:

- Excellent thought logic process, extremely detail oriented with strong numeracy skills
- Strong organizational, communication (verbal and written) and problem solving skills
- Ability to handle multiple tasks quickly and efficiently
- Takes initiative and is results driven
- Be able to communicate effectively with both internal teams and external parties
- Manages key time frames and important deadlines
- Leadership skills to engage and motivate teams
- Ability to manage a small team and meet business objectives
- A good understanding of securities transactions and reporting systems
- Good knowledge of reconciling accounts
- Comfortable working directly with investment and trading professionals
- Ability to work both independently, prioritizing workload and seeking support when appropriate
- Available within business hours of 9 AM – 5 PM

We welcome all applications and wish to thank all candidates for their interest in applying for this position. However, only individuals selected for interviews will be contacted. Please send your CV and cover letter to kcarriere@jflglobal.com

We are an Equal Opportunity Employer