

Fixed Income Research Assistant

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. Headquartered in Montreal, we have offices in Toronto, Calgary, Vancouver and New York

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.

Location: Toronto

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

Requirements:

- Undergraduate degree in Finances or related field
- 1-3 years of experience: Investment industry experience preferred (Brokerage, Investment or Trust Company)
- Excellent working knowledge of EXCEL, Word, PowerPoint, Adobe Acrobat
- Working knowledge of Bloomberg, PCBOND (Bonddata, Bondman, Bondcalc)
- Knowledge of fixed income and short term investments and economics

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
- Ability to work effectively in a team environment is critical
- Ability to work well under pressure including extra hours when needed

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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