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## Corporate Actions Support Specialist (12-18 months)

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Jarislowky, Fraser Limited is an investment management firm with over 60 years of experience conducting fundamental research and managing assets for pension funds, foundations and endowments, corporations and individuals in Canada and internationally — representing more than CA\$53 billion in assets under management. Our history and culture are rooted in investment stewardship that is expressed through an adherence to quality investing consistent with our long-standing investment philosophy and the advancement of good governance and sustainable investing. Acting in the best interests of our clients is the cornerstone of everything we do. Headquartered in Montreal, we have offices in Toronto, Calgary, Vancouver and New York.

**Location** Montreal

### **Purpose**

Contributes to the overall success of the Operations Department ensuring specific individual goals, plans, initiatives are executed / delivered in support of the team's business strategies and objectives. Ensures all activities conducted are in compliance with governing regulations, internal policies and procedures.

### **Key Responsibilities**

- Champions a customer focused culture to deepen client relationships and leverage broader the firm's relationships, systems and knowledge.
- 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, Associate 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 quality verifications on monthly, quarterly and annual client reports.
- Responsible for quality verifications on security creations.
- Assist with resolving any performance measurement issues.
- Upload book value adjustments.
- Verify dividends prior to payment date within the portfolio accounting platform.
- Provide support services to Portfolio Managers, Associate 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.
- Champions a high performance environment and contributes to an inclusive work environment.
- Actively pursues effective and efficient operations of his/her respective areas in accordance with JFL's Values, its Code of Conduct and the Global Sales Principles, while ensuring the adequacy, adherence to and effectiveness of day-to-day business controls to meet obligations with respect to operational, compliance, AML/ATF/sanctions and conduct risk.
- Understand how the firm's risk appetite and risk culture should be considered in day-to-day activities and decisions.

### **Qualifications**

- Ability to work well within a small team.
- Team player, self-starter and resourceful.
- Organized with meticulous attention to detail
- Strong numeracy skills
- 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
- Bilingualism is required (English and French)

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### **Reporting Relationships**

<b>Primary Manager:</b>	Specialist, Business Process Support
<b>Direct Reports:</b>	Nil
<b>Shared Reports:</b>	Nil

### **Dimensions**

- No employee under control
- Mostly individual work
- Located in Montreal, but serving all locations and all employees

### **Education / Experience / Other Information**

- Bachelor degree in finance, business or related field
- 3-5 years' work experience (Investment industry experience preferred)
- Solid understanding of relevant systems - Advent, Depositories (CDS, DTC, BONY, Euroclear) along with MS Word and Excel.
- 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)

### **Working Conditions**

- Work in a standard office-based environment.

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](mailto:kcarriere@jflglobal.com)