

Support, Marketing Presentations (14 months Contract)

Jarislowsky, 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\$56 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 Marketing 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.

Within the Client Reporting & Marketing Support Team, this role focuses on producing client and marketing materials, primarily in PowerPoint, Excel and Word, as well as sourcing appropriate internal data to update materials. The expectation for this role is to collaborate with our portfolio managers and other team members to update monthly and quarterly deliverables.

Key Responsibilities

- Champions a customer focused culture to deepen client relationships and leverage broader firm's relationships, systems and knowledge.
- Responsible for delivering client-ready material.
- Update creative custom presentations and templates.
- Proof read deliverables to ensure quality, accuracy and aesthetics.
- Consult with PMs and proactively make suggestions for data layout, charts, aesthetics and clarity.
- Act as a subject matter expert in the area of PowerPoint.
- Source necessary data to accurately update information such as attribution and performance returns.
- Create and reformat PowerPoint presentations and ensure that it meets the firm's standards.
- Work with Marketing & Communications and Compliance to ensure presentations/materials follow brand standards and are compliant.
- Any other duties assigned by the manager.
- Actively pursues effective and efficient operations of his/her respective areas in accordance with the firm'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.
- Champions a high performance environment and contributes to an inclusive work environment.

Support, Marketing Presentations

Qualifications

- High-level of attention to detail and accuracy.
- Strong customer service.
- Bilingual, French and English.
- Investment knowledge
- Proactive and professional when managing customer issues
- Reliable, with a good sense of judgment.
- Innovative and eager for involvement in new projects and initiatives.
- Excellent communication skills, both written and verbal.
- High levels of self-motivation and self-discipline.

Reporting Relationships

Primary Manager:	Team Lead, RFP & Reporting
Direct Reports:	Nil

Dimensions

Provide support to the marketing team.

Education / Experience / Other Information

- College degree communications, marketing, finance or in a related field.
- Experience working within a Financial Institution or Legal Environment doing similar work.
- Excellent oral and written communication skills, in English and French.
- Understanding of investments (equities/fixed income products).
- Extensive knowledge and experience with PowerPoint – “PowerPoint Super User”.
- Experience editing Adobe PDF files
- Creativity; ability to translate creative ideas to visual displays.
- Advanced MS Office skills (PowerPoint, Word, and Excel).
- Ability to understand and anticipate the client's needs.
- Solution-oriented, proactive and thrives in a team environment.

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@iflglobal.com