

JOB OPPORTUNITY

Position: Trading Assistant / Junior Trader
Reporting to: Vice President, Equity Trading
Term: Full time
Hours: 9 am . 5 pm
Location: 20 Eglinton Ave West, Toronto

Overview

The Trading Assistant / Junior Trader will provide administrative & technical support to Equity Traders and will collaborate with internal support teams, brokers, and custodians on trade related activities.

Key Responsibilities

- Provide back-up for trading desk, including processing trades and answering phones
- Monitor cash flow in client portfolios
- Communicate large cash flow and account changes to portfolio managers
- Input trades to rebalance portfolios which are not in line with the model portfolios
- Maintain trading models on the internal system
- Reconcile trade transmission to ensure that all trades have been uploaded to brokers and custodians
- Assist Operations team with investigating trade discrepancies
- Maintain proxy database and cast votes for all portfolios
- Monitor and advise portfolio managers on corporate actions
- Compile ad-hoc reports to facilitate marketing, compliance, and consultants requests
- Perform other reasonable duties as assigned

Requirements

- Post-secondary education
- At least 5 years of relevant industry experience required
- Proficiency in Microsoft Office with advanced knowledge of Excel
- Experience with Bloomberg required
- Working knowledge of Triton or other trading systems highly preferred
- Knowledge of SS&C Pacer program and GWP preferred
- Completion of CSC course strongly preferred
- High data input accuracy and exceptional attention to detail
- Ability to prioritize tasks and work well under pressure to meet tight deadlines
- Team player with a positive attitude

To apply, send your resume to careers@beutelgoodman.com

Deadline for submission: April 20, 2018