



Letko, Brosseau & Associates Inc.

## Business Development Associate

**Letko, Brosseau & Associates** is an investment manager with offices in Montreal, Toronto and Calgary. Founded in 1987, the firm has enjoyed strong growth as a result of solid long-term investment performance, attentive client service and high standards of business ethics.

The successful candidate must be a proactive team player with strong analytical skills, results-oriented, flexible and able to work independently.

As a Business Development Associate, your role is to support the Business Development and Client Servicing departments in performing analysis related to the firm's mandates and portfolios, producing new and updating existing marketing content, assisting in the RFP production process, and doing market research.

### Your role:

- Support client and prospect analytics and presentations;
- Maintain, review and update pitch presentations and other marketing collaterals (e.g. firm profile, DDQ, surveys);
- Maintain and update databases/spreadsheets;
- Prepare regular and ad hoc reports, presentations, etc.;
- Support business development executives with scheduling meetings, event coordination, and other responsibilities as needed;
- Support business development team with market research;
- Support business development team in all administrative aspects;
- Provide ongoing editorial support, including formatting and content development to ensure that communications are aligned with industry standards;
- Respect assigned projects timelines and deliverables.

### What you need to succeed:

- Minimum Bachelor's Degree or Diploma in administration, finance or related field;
- A minimum of one (1) year's experience in a similar position, with knowledge of the investment industry an asset.
- Excellent professional communication skills, both written and verbal, in French and English;
- Strong computer skills (MS Office suite; Bloomberg knowledge an asset)
- Strong attention to detail and organizational skills;
- Flexible and willing to take initiative; able to handle multiple, shifting priorities;
- An interest in investing and portfolio management an asset.

### Salary and Benefits:

- Very attractive and competitive base salary, plus annual bonus;
- Generous medical, dental and life insurance as well as long-term disability insurance plans as of day 1;
- Employer contribution to a deferred profit sharing plan (DPSP);

# LetkoBrosseau

- Corporate discount for your membership in a fitness center;
- Our offices are in downtown Toronto, easily accessible by public transit. Steps away from a great selection of restaurants and shops!

Our mission is to provide a supportive and inclusive environment where all individuals can maximize their full potential.

If you are interested in the challenge, please submit your resume to [careers@lba.ca](mailto:careers@lba.ca).

We thank all candidates for applying, however only those selected for an interview will be contacted.