



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 two primary areas, namely marketing content production and market and competitive research.

Your role will involve:

- Leading the team's efforts in sourcing accurate information on potential prospects given the firm's business development strategies;
- Supporting client and prospect analytics and presentations;
- Maintaining, reviewing and updating pitch presentations and other marketing collaterals (e.g. firm profile, DDQ, surveys);
- Maintaining and updating consultant databases/spreadsheets;
- Preparing regular and ad hoc reports, customized presentations, etc.;
- Respecting assigned projects timelines and deliverables.
- Other duties (e.g. event planning, marketing campaigns) as needed to support servicing, marketing, and business development initiatives.

What you need to succeed:

- Minimum Bachelor's Degree or Diploma in administration, marketing, communication or commerce;
- A minimum of one (1) year's experience in a similar position, with knowledge of the investment industry a strong asset;
- Resourceful, able to think out of the box, willing to take initiative;
- Professional communication skills, both written and verbal, in English, with knowledge of French a strong asset;
- Computer software acuity;
- Strong attention to detail and organizational skills;
- An interest in investing and portfolio management an asset.

Salary and Benefits:

- 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);
- Our offices are in downtown Toronto, easily accessible by public transit.

LetkoBrosseau

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 apply with your **resume and cover letter** to careers@lba.ca.

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