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Letko, Brosseau & Associates Inc.

Associate, Investment Services (Calgary)

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 excellent investment performance, attentive client service and high standards of business ethics.

Our Investment Services team is responsible for all aspects of the firm's interaction with clients. This includes communicating the firm's investment views, ensuring the efficient execution of any instructions and providing any reporting or other information that the client requires. The team is also responsible for developing relationships with prospective investors.

We are seeking a highly professional individual to assist a Director, Investment Services in serving an existing group of institutional and private clients, as well as to support the team's business development efforts in Western Canada.

Main responsibilities:

- Coordinate client meetings and prepare all required presentation material in a timely manner
- Answer various queries and requests from clients, prospective clients and industry professionals (e.g. transaction instructions, requests for reports, new account openings, questions about the firm, tax related questions, etc.)
- Become proficient with our in-house portfolio database and reporting system
- Complete account opening documents and obtain ongoing account documentation from clients
- Regularly liaise with custody companies and with other departments of the firm such as accounting, trading or compliance in order to process client requests
- Assist with various business development and marketing efforts, such as proactive prospect outreach support, database management, analytics tracking and client events.
- Perform various day-to-day administrative and office management tasks
- Familiarize yourself with Letko Brosseau's investment approach and stay abreast of the firm's investment strategy

Qualifications:

- Bachelor's degree, ideally in business administration or economics
- Minimum of 10 years of experience working in the financial services industry
- Good communication and interpersonal skills
- Autonomous, resourceful and reliable
- Organized, able to multi-task and manage priorities
- Team oriented and able to thrive in a collaborative environment
- Proficient and experienced with MS Office Suite and at ease with learning new information technology tools, such as portfolio management systems and client relationship management databases
- Honest and ethical with an understanding of regulatory and compliance frameworks

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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 at day 1;
- Employer contribution to a deferred profit-sharing plan (DPSP);

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, along with a cover letter to careers@lba.ca.

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