



Analyst, Investment Services

Letko, Brousseau & Associates is one of Canada's leading independent global investment managers. Founded in 1987, the firm offers a diverse set of investment solutions to a domestic and international customer base. We believe our business-minded, fundamental research approach, strong ethical culture and client-first fiduciary commitment has been the key to our long-term growth and success. Through ongoing, active engagement with the companies we invest in, we seek to contribute to positive change, while earning superior returns for our clients.

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 clients

We are looking for an Analyst, Investment Services.

Main responsibilities:

- Offer support to Investment Counsellors, Investment Services in the analysis of their client's portfolios and the preparation of custom research reports;
- Support the creation of original content to enhance the quality of message and communication with clients;
- Assist into the production of the firm's ESG engagement reports for clients;
- Production of quarterly Factsheets reports;
- Maintaining, reviewing and updating presentations and other marketing collaterals (e.g. firm profile, due diligence questionnaire, surveys);
- Responding to Request for Proposals (RFPs);
- Leading the team's efforts in sourcing accurate information on potential prospects to support the firm's business development strategies;
- Help coordinate various events for clients, prospect clients and consultants;
- Assist with performance attribution analysis;
- Liaise with the investment management team to provide pertinent, current information on portfolio holdings to the investment services directors;
- Assist in improving client reporting and presentations;

Required profile:

- Bachelor's degree in Business Administration, preferably with a concentration in Marketing;
- Between 0-2 years of experience in banking, investment or insurance industries.

The ideal candidate:

- Professional presence with strong interpersonal and presentation skills;
- Self-motivated individual with a high energy level;
- Strong prioritization and time management skills as well as a strong sense of commitment and accountability;
- Solid technology skills with robust knowledge of Excel, Word, PowerPoint;
- Thinks creatively and proposes new solutions;
- Ability to build good relationships;
- Team player;
- A positive attitude and a strong work ethic;

Salary and Benefits:

- Competitive base salary, plus annual bonus;
- Generous medical, dental and life insurance as well as short and long-term disability insurance plans as of day one;
- Employer contribution to a deferred profit-sharing plan (DPSP);
- Career development opportunities;

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 david.despres@lba.ca

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