



Letko, Brosseau & Associates Inc.

Copy and Layout Editor

Letko, Brosseau & 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.

We are looking for a dynamic individual with excellent writing, page layout and design skills to help us elevate our communications. As a member of Letko Brosseau's Investment Services team, our **Copy and Layout Editor** will edit and format text pertaining to economic, portfolio management and financial market topics for internal and external use. The individual will work closely with our Graphics Designer and financial professionals within the firm to assist in messaging for a variety of projects, including print, web, mobile, video, and social media. Our ideal candidate for this position is fluent in English and French, possesses excellent graphic and layout editing skills, can manage competing deadlines, has meticulous attention to detail and is interested in financial markets.

Main responsibilities:

- Conduct stylistic editing, copy editing, and proofreading in English and French
- Produce the graphics and layout of print and digital communications
- Coordinate the production of written content, liaising with various members of the firm in the process
- Coordinate the translation of documents with our external service provider
- Assist in creating and implementing an appropriate style guideline for the firm

You will thrive in this role if you:

- Excel in a collaborative environment with a high-volume workload often requiring short turnaround times
- Appreciate diversity in your work, approach new challenges with a solutions-driven attitude.
- Are extremely organized, proactive and have a meticulous attention to detail
- Are comfortable with taking the lead on tasks and have strong business judgment and common sense: you will be empowered to problem solve.
- Work calmly and effectively under pressure and are at ease managing conflicting priorities
- Are tech savvy and enjoy learning and navigating new digital/tools platforms
- Are curious about financial markets and are interested in developing a deeper understanding of investing in order to meaningfully contribute to our firm's communications projects.

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Required Skills and Qualifications

- Post-secondary degree in journalism, communications, graphic arts or related discipline
- 1-3 years professional experience in copy editing and/or layout design
- Fluency in English and French
- Strong content editing skills
- Proficiency in Microsoft Word, Excel, PowerPoint and Adobe Acrobat Pro
- Ability to work both independently and with a team to meet deadlines
- Excellent organizational skills and multitasking ability
- A keen eye for detail and appreciation of great design
- Proofreading experience and familiarity with standard style guides a plus
- Experience with Adobe Creative Suite a plus
- Experience with investment management content a plus

Salary and Benefits:

- Competitive base salary, plus annual bonus
- Generous medical, dental and life insurance as well as long-term disability insurance
- 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 careers@lba.ca.

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