



## Position Description

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**Title:** Private Markets Associate  
**Department:** Private Markets  
**Immediate Supervisor:** Vice-President, Private Markets

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### OVERVIEW:

Vestcor Inc. has an opening for a Private Markets Associate. This is a one-year term position, extendible for an additional year.

This is an opportunity for an individual contemplating a career in Investment Management to be exposed to the activities involved in the selection, execution and monitoring of long-term private investments.

### CORE ACCOUNTABILITY:

The selected candidate will work with and be accountable for providing support to the Private Markets team by assisting in monitoring existing investments and performing due diligence on new investment opportunities.

### MAJOR RESPONSIBILITIES:

1. Track and analyze the team's investment performance relative to appropriate benchmarks and investment goals.
2. Maintain data tracking direct private market investments or co-investments
3. Maintain data tracking external private market managers and investments
4. Assist in monitoring and reporting of existing private market investments
5. Assist senior team members in performing due diligence on new private investment opportunities
6. Assist in performing market and sector assessments through the gathering of market data
7. Perform other various duties as required by the private markets team or by other areas/teams at Vestcor.

### COMPETENCY PROFILE:

1. Post-Secondary Business degree with an awareness of capital markets.
2. Excellent verbal and written communication skills in the English language.
3. Excellent work ethic, focus, drive, and energy.
4. Strong fundamental and analytical skills.
5. Comfort within a highly computerized environment, and a strong knowledge level in Microsoft Office Suite, with an emphasis on Excel.
6. Currently enrolled in, or plan on enrolling in the CFA program.
7. Ability to execute ideas and projects through to completion with strong attention to details and report writing skills.
8. Experience in reviewing legal contracts would be an asset.
9. Some travel may be required and a valid passport is essential.
10. Able to perform well in a team-oriented environment.

Interested applicants must forward their cover letter and resume by **January 28<sup>th</sup>, 2019** to:

Human Resources Manager  
Vestcor Inc.  
440 King Street, Suite 680  
York Tower, Kings Place  
Fredericton, NB E3B 5H8  
Or via e-mail to: [careers@vestcor.org](mailto:careers@vestcor.org)