



## POSITION DESCRIPTION

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**Title:** Investment Associate  
**Department:** Equity Investment  
**Immediate Supervisor:** Vice – President Equity

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### OVERVIEW:

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

This position is an opportunity for an individual contemplating a career in Investment Management to be exposed to the activities involved in the active management of a multi-asset class investment portfolio.

### CORE ACCOUNTABILITY:

The selected candidate will work with and be accountable for providing support to the Equity team through the calculation and reporting of selected data, administrative assistance and basic financial analysis for several such investment portfolios.

### MAJOR RESPONSIBILITIES:

1. Track and analyze the team's investment performance relative to appropriate benchmarks and investment goals.
2. Maintain updated data on portfolio positions.
3. Provide various reports to the Lead Portfolio Manager, Equity Trader and the team.
4. Provide administrative support to the Lead Portfolio Manager, Equity Trader and the team.
5. Perform basic fundamental investment analysis to assist in evaluating potential investments.
6. Assemble and analyze macroeconomic, industry, and company research.
7. Assist in the preparation of key presentations for portfolio managers and board of directors meetings.
8. Provide backup support to the trader with respect to monitoring spreads, prices, and relaying breaking news to Portfolio managers.
9. Performs other various duties as required.

### COMPETENCY PROFILE:

1. Post-Secondary Business degree with an awareness of the 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 in 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.
8. Able to perform well in a team-oriented environment.

Interested applicants must forward their cover letter and resume by **April 18<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)