

POSITION DESCRIPTION

Title:	Investment Associate – Private Equity
Department:	Equity Investment
Immediate supervisor:	Head of Private Equity

CORE ACCOUNTABILITY

The Investment Associate works with and is accountable for providing support to the Private Equity team by assisting in monitoring and reporting on existing investments and performing due diligence on new investment opportunities.

MAJOR RESPONSIBILITIES

1. Assist in monitoring and reporting of existing private equity investments.
2. Assist senior team members in performing due diligence on new investment opportunities.
3. Assist in the preparation of investment memos, reports, and presentations.
4. Track and analyze the team's investment performance relative to appropriate benchmarks and investment goals.
5. Assist in performing market and sector assessments through the gathering of market data.
6. Perform other various duties as required by the private equity team or by other areas/teams at Vestcor.

COMPETENCY PROFILE

1. Undergraduate or graduate degree in business, finance, or engineering.
2. Currently enrolled in, or plan on enrolling in the CFA or CAIA program.
3. Excellent verbal and written communication skills.
4. Excellent work ethic, focus, drive, and energy with excellent attention to detail.
5. Comfort within a highly computerized environment, and a strong knowledge level in Microsoft Office Suite, with an emphasis in Excel.
6. Experience with a programming language is considered an asset.
7. Ability to execute ideas and projects through to completion with strong attention to details.
8. Ability to work independently and in a team-based environment.
9. Some travel may be required, and a valid passport is essential.