



## Investment Associate – Fixed Income

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada providing global investment management services to eleven different client groups representing approximately \$21.0 billion in assets under management. We also provide administration services to eleven pension plans and four employee benefit plans.

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 day-to-day 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 Fixed Income team as well as learning and developing an understanding of Fixed Income Investments.

### MAJOR RESPONSIBILITIES

1. Provide administrative support and trade entry for the Fixed Income team.
2. Maintain updated data on portfolio positions.
3. Participate, listen to, analyze, and summarize macroeconomic, Provincial, Federal, or Corporate presentations and roadshows and create related reports for Fixed Income Portfolio Managers.
4. Perform basic fundamental investment analysis to assist in evaluating investment decisions.
5. Participate in market related discussions in an effort to gain and share knowledge.
6. Assist in the preparation of key presentations for portfolio manager and board of director meetings.
7. Provide backup support to Fixed Income Portfolio Managers, as needed.
8. Perform other duties as required by the Fixed Income team or as needed to help support other areas/teams at Vestcor.

### COMPETENCY PROFILE

1. Post-Secondary Business degree with awareness of and strong interest in 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 analysis 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. Demonstrates an interest in the Fixed Income side of Financial markets.
9. Able to perform well in a team-oriented environment.

Vestcor supports a diverse and inclusive work environment and encourages applications from all qualified applicants. Interested applicants must forward their cover letter and resume by August 2, 2024 to:

Manager Human Resources  
Vestcor Inc.  
400 – 140 Carleton St.  
Fredericton, NB E3B 3T4

Or via e-mail to: [careers@vestcor.org](mailto:careers@vestcor.org)