

POSITION DESCRIPTION

Title:	Investment Associate
Department:	Real Assets
Immediate supervisor:	Vice-President, Real Assets

OVERVIEW

Vestcor Inc. has an opening for an Investment Associate - Real Assets (real estate and infrastructure). 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 Investment Associate will work with and be accountable for providing support to the Real Assets 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 real assets investments or co-investments.
3. Maintain data tracking external real assets managers and investments.
4. Assist in monitoring and reporting of existing real assets 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 real assets 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.