

## POSITION DESCRIPTION

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<b>Title:</b>	<b>Investment Associate – Fixed Income</b>
<b>Department:</b>	<b>Fixed Income</b>
<b>Immediate supervisor:</b>	<b>Vice-President, Fixed Income</b>

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### CORE ACCOUNTABILITY

This position offers an opportunity for an individual pursuing a career in investment management to gain exposure to the day-to-day activities involved in the active management of fixed income portfolios.

The Investment Associate will support the Fixed Income Team through research, analysis, and operational activities, while developing a strong understanding of fixed income markets and portfolio management.

### MAJOR RESPONSIBILITIES

- Provide administrative support, including trade entry, for the Fixed Income Team.
- Maintain and update portfolio position data and related records.
- Attend and summarize macroeconomic, provincial, federal, and corporate presentations and roadshows; prepare reports for Portfolio Managers.
- Conduct fundamental investment analyses to support investment decision making.
- Participate in market discussions to develop and contribute investment insights.
- Assist in preparing materials for Portfolio Manager and Board of Directors meetings.
- Provide backup support to Fixed Income Portfolio Managers, as required.
- Support other teams and initiatives across the organization, as needed.

### COMPETENCY PROFILE

- Post-secondary degree in business, finance, or a related field, with a strong interest in capital markets.
- Strong verbal and written communication skills.
- High level of initiative, work ethic, and attention to detail.
- Solid analytical and fundamental research skills.
- Proficiency in Microsoft Office, particularly Excel; comfortable working in a highly technical environment.
- Currently enrolled in, or intending to enroll in, the CFA program.
- Ability to manage tasks independently and follow through to completion.
- Demonstrated interest in fixed income markets.
- Ability to work effectively in a team-oriented environment.