



PAVILION

## INVESTMENT ANALYST - WINNIPEG

**Pavilion Advisory Group Ltd.**, a wholly-owned subsidiary of Pavilion Financial Corporation, is a full-service investment consulting and advisory firm, assisting clients with end-to-end management of their investment programs including investment policy development, asset allocation strategy, investment manager structure, selection and monitoring. In addition, Pavilion delivers discretionary implemented consulting for institutional investors and portfolio management for high-net-worth investors.

We are looking for a talented and highly motivated Investment Analyst to join the Investment Management team. The successful candidate will provide support to both our institutional and high-net-worth channels as well as the overall Investment Management team. This position will be located in our Winnipeg office.

### **Primary Responsibilities Include:**

- Monitoring portfolios on an ongoing basis to ensure their adherence to assigned mandates.
- Preparing trade recommendations for portfolio rebalancing, deposits, withdrawals, and mandate changes.
- Executing mutual fund, equity, and foreign exchange trades.
- Preparing and validating pre- and post-trade allocations and resolving trade settlement issues.
- Performing cash management.
- Documenting processes, procedures and workflows.
- Generating reports on an ad-hoc periodic basis.
- Other duties as assigned.

### **Qualifications:**

- Completion of a B.Comm. or equivalent post-secondary education.
- Completion of Level 1 of the CFA program, or the Canadian Securities Course would be an asset.
- Knowledge of VBA and/or other programming languages would be an asset.

### **Knowledge and Skills:**

- Strong quantitative and analytical skills to investigate and solve problems with minimal guidance.
- Self-initiative, motivation, and ability to improve operations.
- Meticulous attention to detail.
- Strong organizational and time management skills.
- Excellent verbal and written communication skills.
- Ability to deliver a consistently high level of service and performance.
- Ability to work in a fast-paced, dynamic and often stressful environment.
- Keen interest in investment management, and capital markets.
- Proficiency with MS Office tools particularly MS Excel.

*Pavilion Advisory Group Ltd. offers its employees a competitive salary and benefits package.*

*Interested applicants should forward their resume to: [info@pavilioncorp.com](mailto:info@pavilioncorp.com).  
We thank all applicants, however only those under consideration will be contacted.*

[www.pavilioncorp.com](http://www.pavilioncorp.com)