

JOB TITLE: Junior Trader
DEPARTMENT: Trading, Guardian Capital LP (“GCLP”)
REPORTS TO: Equity Trader
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

GCLP has an immediate need for a Junior Trader. The Junior Trader will work closely with the equity traders to execute transactions related to the equity strategies managed by our teams in Canada and the UK as well as being responsible for monitoring market conditions and events affecting individual securities. The successful candidate will have industry experience in capital markets, be able to excel under pressure and produce work with a high degree of accuracy.

ESSENTIAL FUNCTIONS:

- Working closely with the equity traders in the execution of transactions on behalf of various equity (and equity-related) strategies managed by our teams in Canada and in the UK.;
- Monitoring market conditions and events affecting individual securities and advising relevant parties;
- Allocating and monitoring fills according to each Portfolio Manager’s specifications;
- Working effectively with the brokerage community to ensure “best execution” of all portfolio transactions and advising the equity traders or senior management of any concerns regarding the trading by members of the brokerage community;
- Following-up with brokers to reconcile any inconsistencies between their records and our own;
- Recording and tracking all transactions;
- Assisting in the reviewing, tracking and recording of soft dollar/directed commission commitments;
- Providing input and testing for the implementation of new program enhancements in order to streamline all trading operations;
- Researching and staying abreast of evolving changes in the equity market structure, technological enhancements related to trading and Artificial Intelligence/Algorithmic trading innovations;
- Exploring, recommending and implementing industry best practices as it relates to best in class trading infrastructure and execution;
- Working with the trading team, portfolio management team and operations team to develop infrastructure and skillset to trade equity options;
- Evaluating existing processes, making recommendations and working with the trading team and operations team to implement workflow improvements, streamlining and automation where possible;
- Working on special projects, as required;
- Maintaining a dialog with Portfolio Managers regarding outstanding trades, liquidity concerns and index rebalancing; and
- Acting ethically at all times and ensuring that transactions and procedures are in accordance with governing rules and regulations and in accordance with investment guidelines and company policies.

Administration and Compliance –

- Working with GCLP Account Administration department and brokers to clear any outstanding trade-related problems;
- Being aware of (and discussing with the equity traders) commission dollars as they relate to: Brokerage Allocation Guidelines, soft dollars commitments and directed commission expectations of clients;

- Keeping aware of overall equity holdings by clients, as they approach 10% and 20% levels related to total outstanding shares, and providing advanced warning to the Compliance Department; and
- Reporting to the equity traders, or to the Compliance Department, any trading activities which appear to be outside the firm's Equity Trading Guidelines.

QUALIFICATIONS:

- University degree with an emphasis on Business or Economics
- Canadian Securities Course (CSC)
- One to five years of industry experience in capital markets
- Demonstrated ability to automate recurring tasks
- Demonstrated analytical skills along with excellent written and verbal communication skills
- Highly developed interpersonal and relationship skills
- Ability to produce work with a high degree of accuracy
- Ability to excel under pressure (market volatility, time constraints) and execute swift decisions that may involve difficult trade-offs
- Ability to work independently and within teams
- Proficiency in the use of Microsoft Excel
- Experience with Bloomberg, Thomson One, Order Management Systems and Execution Management Systems considered an asset
- Trader Trading Course (TTC), Derivatives Fundamentals Course (DFC) and Options Licensing Course (DFOL) considered an asset
- Exposure to derivatives considered an asset
- A minimum of two years of global trading experience considered an asset

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.