



**JOB TITLE:** Investment Product Analyst  
**DEPARTMENT:** Guardian Marketing, Guardian Capital LP (“GCLP”)  
**REPORTS TO:** Vice President, Corporate Initiatives  
**LOCATION:** Commerce Court West, 199 Bay Street, Toronto

**JOB STATEMENT:**

GCLP is a growing Canada-based global investment manager. With over \$29 billion in assets under management, and offices in Canada, the UK and the US, the firm continues to evolve and innovate investment management capabilities that are earning broad appeal from an increasingly international clientele. GCLP is a subsidiary of Guardian Capital Group Limited, a publicly listed financial services company whose origins date back to 1962. GCLP has an immediate need for an Investment Product Analyst. The successful candidate will be an integral part of the marketing team and will work closely with the investment teams and all parts of the organization. This position is suitable for individuals looking to build a career in Product Management.

**ESSENTIAL FUNCTIONS:**

- Supporting Product Managers and the Marketing Team in creating and maintaining marketing content and collateral for all investment strategies;
- Assisting in the preparation of responses to requests from internal parties, clients and consultants;
- Being responsible for maintaining and updating accurate data and information used in materials, websites and databases;
- Reviewing external sources of portfolio data such as, and not limited to, Morningstar, Fundata, eVestment and other institutional/retail website databases to ensure the information is accurate;
- Coordinating and working with various departments such as Operations, I.T., Compliance and investment teams to monitor and review portfolio data and performance for marketing related activities and documents;
- Becoming a power user of tools such as eVestment, MercerInsight, Thomson Eikon, Bloomberg etc. to generate competitive intelligence and analytics as needed for the distribution teams and management;
- Learning the company and investment strategies to assist business development activities such as RFPs, data analytics for meetings and preparation of required materials;
- Creating and maintaining marketing analytics reports; and
- Assisting with ad-hoc projects within sales and marketing initiatives.

**QUALIFICATIONS:**

- Post-secondary degree (preferably with an orientation toward business and finance)
- A minimum of 1 to 3 years of financial industry experience, preferably in asset management
- Completion (or working towards) the Canadian Securities Course and/or CFA designation is a requirement
- Accountability and willingness to work on repetitive tasks
- Demonstrated ability to work in a fast-paced environment with a positive and cooperative attitude
- Effective interpersonal and verbal skills with the ability to work within a team and autonomously
- Strong organizational skills to prioritize, balance and manage multiple internal and external requests
- Proficient expertise in Microsoft products such as Excel, Word, and PowerPoint required with the ability to create macros and use VBA preferred

**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](mailto: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.*