



GUARDIAN CAPITAL

JOB TITLE: Supervisor, Fund Operations
DEPARTMENT: Guardian Capital LP (“GCLP”)
REPORTS TO: Director, Account Management
LOCATION: Toronto, ON

JOB STATEMENT:

Reporting to the Director, Account Management and as a part of the institutional operations team, the main responsibility of this position is to supervise all fund operations for GCLP, overseeing administrative responsibilities for the pooled funds, exchange-traded funds, offshore funds, and the real estate fund managed by Guardian. Key attributes for a successful candidate are supervisory experience, organizational skills, along with expert knowledge of funds.

ESSENTIAL FUNCTIONS:

- Developing, supervising, and leading the Fund Operations team;
- Acting as the point of contact for fund administrators/custodians of the funds;
- Managing information flow between fund administrators, client contacts, and portfolio managers;
- Managing and facilitating fund administration tasks including, but not limited to, subscriptions and redemptions, income and capital gain distributions, reporting, local trading markets, AML and KYC requirements, and Mutual Fund Trust monitoring;
- Setting up new funds/fund series as requested by investment leaders;
- Ensuring accurate and thorough reporting of funds and trading to Portfolio Managers, Traders, Compliance, Performance, and Account Managers;
- Ensuring resources are in place to support the daily trade processing related to ETFs; and
- Working with the Client Reporting team to produce annual and semi-annual disclosure documents.

QUALIFICATIONS:

- Post-secondary education
- 3+ years of supervisory experience
- A minimum of 5 years of experience mutual fund operations/administration
- Successful completion of the Canadian Securities Course is an asset
- Strong interpersonal and organizational skills as well as the ability to meet deadlines
- A fundamental understanding of pooled fund accounting
- Effective problem-solving skills, with the ability to work independently and as a part of a team
- Strong knowledge of unit holder system Unitrax or equivalent
- Extensive knowledge and experience in Microsoft Office

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 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 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.