



JOB TITLE: Trader and Investment Analyst
DEPARTMENT: Trading Operations, Guardian Capital Advisors LP (“GCA”)
REPORTS TO: Managing Director, GCA
LOCATION: Toronto, ON

JOB STATEMENT:

The Trader and Investment Analyst will have a key role working as a trader for GCA, coupled with analyzing current GCA holdings and identifying gaps, issues, and/or inconsistencies. As an analyst, the successful candidate will be responsible for providing and implementing solutions in line with GCA’s overall objectives.

ESSENTIAL FUNCTIONS:

Trading Responsibilities –

- Acting as the subject matter expert on GCA’s trade execution and portfolio management platforms, and on IRESS FIX, monitoring and providing quality control on trade orders processed through IRESS FIX;
- Executing trades that lay outside pre-defined rules for FIX;
- Being the gate-keeper to ensure trades meet GCA’s overall investment objectives;
- Working with the Operations team and portfolio management teams to ensure quality control and set up securities on various GCA systems;
- Performing quality control manual priced securities on a monthly basis by monitoring, researching and updating manual and hard to price securities and working with GCA Operations on daily pricing issues;
- Assisting GCA Operations with monitoring and resolving trade errors;
- Working with GCA Operations to track and identify failed trades; and
- Reporting to standing committees on trade activities, including governance reporting on insider trading, high risk client trading activity, trade matching, commissions, approved brokers, etc.

Analyst Responsibilities –

- Participating in the ongoing monitoring of client holdings to identify potential risks to clients and GCA’s overall book of business;
- Conducting research on non-approved holdings in GCA’s book of business proactively;
- Working with the portfolio analyst community to establish common practices for cash management, asset mix reviews and ad hoc client reporting; and
- Working with senior management to create monthly and quarterly reports on key trading, investment and risk metrics.

JOB SPECIFICATIONS:

- A relevant undergraduate degree with excellent academic performance
- CIM designation with relevant work experience, at a minimum, and/or be a CFA charter holder
- A minimum of 5-7 years of meaningful work experience in the financial services industry with a focus on investment analysis and/or mid- or front-office or trading/settlements support
- Proven track record demonstrating and applying the fundamentals of investment analysis, asset classes and allocation, macro-economic essentials
- Self-motivated individual with proven analytical skills and the dedication to perform
- Excellent interpersonal, communications and collaboration skills
- A high degree of professionalism and integrity
- Proficient in Excel (macros, VBA skills)
- An understanding of SS&C suite of software and current GCA CRM

COMPENSATION:

Commensurate with experience

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

