



JOB TITLE: National Accounts Associate
DEPARTMENT: Retail, Guardian Capital LP (“GCLP”)
REPORT TO: Vice President, Head of Retail Intermediary
LOCATION: Toronto, ON

JOB STATEMENT:

GCLP has an immediate need for a National Accounts Associate to join our growing Retail Asset Management team. As a member of this team, you will contribute to the overall growth of our business by supporting and expanding key strategic partnerships. The individual will collaborate with a number of internal stakeholders (Portfolio Managers, Sales/Marketing, Administration, Client Reporting and Legal/Compliance) and act as a liaison between Guardian and our external clients.

ESSENTIAL FUNCTIONS:

- Supporting the senior sales team members by preparing and distributing special client reporting requests and preparing responses to requests from clients;
- Collaborating on digital campaigns;
- Building and supporting key relationships with head office partners;
- Enhancing Guardian brand awareness and penetration with new and existing partners;
- Assisting in the preparation and delivery of responses to head office requests, including RFI’s, DDQ’s and quarterly reports;
- Maintaining detailed records of client and prospect data within the CRM;
- Coordinating and scheduling the production of marketing materials with internal teams;
- Supporting the broader Guardian Retail Sales team by providing updates and perspectives of recent developments at specific client dealerships;
- Acting as a subject matter expert to a number of internal partners; and
- Representing Guardian at various industry and client events.

QUALIFICATIONS:

- Post-secondary degree (preferably with an orientation toward business, finance or communications)
- A minimum of 3 years of financial industry experience
- Completion, or working towards, the CSC and/or CFA designation is an asset
- Strong Salesforce (or other CRM) knowledge is an asset
- Extremely detail-orientated
- Good organizational and time-management capabilities
- Excellent interpersonal and verbal skills
- Self-motivated and flexible with a willingness to advance professionally

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.