

JOB OPPORTUNITY

Position: Trading Associate
Reporting To: Vice President, Equity Trading
Term: Full-Time
Location: 20 Eglinton Ave West, Toronto

Overview

The **Trading Associate** will provide administrative & technical support to Equity Traders and Portfolio Managers. They will collaborate with internal support teams, brokers, and custodians on trade related activities.

Key Responsibilities

- Provide back-up for trading desk, including processing trades and answering phones
- Understand trade workflow and basic compliance issues
- Monitor cash flow in client portfolios
- Execute and trade daily cash flows
- Communicate large cash flow and account changes to portfolio managers
- Input trades to rebalance portfolios which are not in line with the model portfolios
- Maintain trading models on the internal system
- Reconcile trade transmission to ensure that all trades have been uploaded to brokers and custodians
- Assist Operations team with investigating trade discrepancies
- Serve as a liaison between Portfolio Managers and the Settlements team in handling corporate action instructions
- Compile ad-hoc reports to facilitate marketing, compliance, and consultant requests

Requirements

- Post-secondary education
- Strong IT skills combined with good relationship skills
- At least 5 years of relevant industry experience required
- Proficiency in Microsoft Office with advanced knowledge of Excel
- Experience with Bloomberg required
- Working knowledge of Triton or other trading systems highly preferred
- Able to adapt to new systems quickly
- Knowledge of SS&C Pacer program and GWP preferred
- Completion of CSC course strongly preferred
- High data input accuracy and exceptional attention to detail
- Ability to prioritize tasks and work well under pressure to meet tight deadlines
- Team player with a positive attitude

This posting is for a current vacancy on our Equity Trading team. To apply, send your resume to **careers@beutelgoodman.com**.

If you require any accommodations during the recruitment process, please email us at **hr@beutelgoodman.com**. A member of our HR team will reach out to you.