

JOB OPPORTUNITY

Position: Marketing Coordinator
Reporting to: AVP, Marketing
Term: Full-Time
Location: 20 Eglinton Ave W, Toronto, ON

Beutel Goodman Overview

Founded in 1967, Beutel Goodman is a majority employee-owned investment firm managing approximately \$50 billion in assets for institutional, private wealth and retail clients across equities and fixed income mandates. Our team is made up of smart, dynamic people who are passionate about investing and providing high levels of service to help clients achieve their investment objectives.

Position Overview

As a member of the Beutel Goodman Marketing team that provides support firm-wide, the Marketing Coordinator will be involved in a broad range of marketing tasks and initiatives. This role is ideally suited for an individual with interest in both marketing and financial markets. There will be opportunities to develop a broad range of business skills, in addition to learning about the investment management industry. Enthusiasm to learn new skills and collaborate with both team members and other departments is key.

Key Responsibilities

- Support our three client channels teams (Institutional, Managed Assets, and Private Client Group) with marketing initiatives, promotional items and other requests
- Update presentation slides and marketing materials for our three client channels on a monthly and quarterly basis
- Assist in the production of quarterly commentaries, including file prep and review
- Assist with editing, proofreading and/or fact checking
- Manage CE credit applications and certificates for attendees
- Provide support for in-person and virtual events
- Assist with monthly email campaigns and posting content to Beutel Goodman's social media channels
- Make updates to the Beutel Goodman website (eg, posting new materials, corrections, changes)
- Other Marketing tasks, as needed

Requirements

- A degree or diploma in Marketing, Communications or Business
- A desire and willingness to improve knowledge of financial products and the overall investment industry is essential
- Proficiency with Microsoft Excel, PowerPoint and Outlook
- Exceptional data input accuracy and attention to detail

- Excellent written and verbal communication skills
- Experience in the financial services industry and/or completion of CSC course is ideal, but not required

This posting is for a current vacancy on our Marketing 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.