

INVESTMENT ANALYST

Ellement Consulting Group is a national provider of integrated Retirement, Benefit, Actuarial, and Investment Consulting, as well as Administration Services for retirement and benefit programs, and retirement and benefit software solutions for internally administered organizations.

We currently have a great opportunity for an Investment Analyst to join our team.

POSITION SUMMARY

As an Investment Analyst, you will be part of an investment team that provides high quality investment services to multiple clients. The position requires an organized, professional individual with strong analytical skills, a strong work ethic, the ability to work independently and complete projects and tasks in a timely and efficient manner.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Reconciliation of custodian and investment manager data.
- Data aggregation.
- Produce and review both Monthly Reports and Quarterly Risk, Investment and Compliance Reports.
- Quality control on monthly custodial reports.
- Quarterly communication with current and prospective investment managers.
- Respond to inquiries from clients and investment managers regarding data and interpretation of analytical results.
- Interpret and communicate quantitative and qualitative data to the consultant.
- Ability to operate proprietary and external software.

REQUIRED SKILLS & EXPERIENCE

- College diploma or Bachelor degree in a related field (accounting, investments, mathematics, or business administration).
- Minimum three years of relevant work experience in finance, investment, or accounting.
- A working knowledge of accounting.
- Strong attention to detail.
- Excellent written, oral, and interpersonal communication skills.
- Solid working knowledge of the Microsoft Office Suite.
- Strong organizational and time management skills as well as the ability to set and manage multiple priorities.
- Strong mathematical, analytical, and problem-solving skills.
- Able to maintain confidentiality related to private business matters.

At Ellement, we believe in investing in our business and operating it as effectively as we can. One of the best ways we know is by hiring great people. We also know that by investing in our employees and encouraging ongoing education, upgrading, and training, we're building an environment where staff feel supported, involved, and engaged. We offer a challenging, team-oriented work environment, competitive compensation and benefits package, and ongoing support for your professional and personal growth.

We thank all candidates who apply, however, only those selected for a personal interview will be contacted. Please submit your cover letter and resume to recruiting@ellement.ca