

## **JOB DESCRIPTION**

### **Junior Associate, Private Client Group**

### **Toronto, Ontario**

#### **Background**

Burgundy Asset Management Ltd. is a leading global investment manager providing discretionary investment management for private clients, foundations, endowments, pensions, and family offices. Founded in 1990, Burgundy strives to protect and build our clients' wealth over the long term. Burgundy is fully independent, and employee owned.

#### **Position Summary**

We are currently seeking a Junior Associate for our Private Client Group. Reporting to the Senior Manager of the Private Client Group, you will be responsible for supporting the Associate team in all administrative responsibilities.

#### **Responsibilities**

- Assist in the preparation of client documentation, presentations, meeting materials.
- Properly review, proofread and assist with any materials, including documents, reports, presentations, forms and other items, ensuring accuracy and completeness.
- Ability to handle simultaneous projects; work independently and efficiently.
- Collaborate amongst different groups across the firm to gather information required for preparing presentations.
- Perform other general administrative and project management duties as assigned.

#### **Skills and Specifications**

The ideal candidate will be:

- A team player with strong interpersonal and organizational skills.
- Highly organized and detail oriented.
- Ability to effectively communicate both written and verbally.
- Ability to multitask and exercise initiative and good judgement.

#### **Qualifications**

- Experience in the financial industry an asset.
- Experience with an enterprise CRM system; Salesforce is preferred.
- Skilled in MS office Suite (Word, Excel, PowerPoint).

## **Application / Interview Process**

All interested candidates should submit the following to: [careers@burgundyasset.com](mailto:careers@burgundyasset.com) with the job title (Junior Associate, Private Client Group) in the email subject line, by 5:00 p.m. EST. on April 29, 2022.

- Resume
- Cover letter
- In 350 words describe an example of when you had competing deadlines and the steps you took to manage expectations across multiple stakeholders. Include the challenges you had to overcome and the result.

Interviews will happen after the applications are reviewed. We thank all applicants for their interest, please be advised that only those selected for an interview will be contacted.

*Burgundy Asset Management Ltd. is an equal opportunity employer. Accommodations based on disability, and other accommodations as required by the Ontario Human Rights Code, are available on request at all stages of the selection process and during employment.*