

JOB DESCRIPTION

Fall Intern, Investor Communications

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

Reporting to the Investor Communications Manager, you will be responsible for contributing to the firm's overall communication goals, including maintaining content to support and explain Burgundy's investment approach.

This role is a great opportunity to collaborate with different groups across the firm, including the Investment team as well as the Institutional and Private Client groups, in an effort to provide an outstanding client experience. This is a dynamic role that will result in extensive knowledge of Burgundy's investment approach and business operations. It is also an opportunity to develop relationships across the firm, in the common goal of delivering high-quality communication material.

Responsibilities

- Develop a deep understanding of the firm, its investment philosophy, and its investment strategies
- Maintain marketing and communication material
- Develop strong relationships and provide support to the Institutional and Private Client groups to generate high-quality client and prospect material
- Analyze and interpret internal and external data for the maintenance of material
- Liaise within the team and more broadly within the firm to complete communication responsibilities, including marketing development and systems automation

Skills and Specifications

The ideal candidate will be/have:

- Detail- and results-oriented with the ability to manage multiple projects simultaneously
- Strong interpersonal skills with a proven ability to work effectively with teams
- Strong project management skills to ensure the efficient and timely delivery of materials
- An "outside the box" thinker and problem-solver
- Able to thrive in a fast-paced environment and exhibit flexibility and adaptability to change, with a desire to learn and develop skills in financial and investment communications
- Proficient with Microsoft Office, particularly with PowerPoint and Excel

Required Qualifications

- Candidates in an undergraduate program specializing in business who will be returning to school after the intern term are eligible to apply
- Candidates with a strong track record of academic success while balancing extracurricular activities

Send your resume and cover letter to careers@burgundyasset.com with the job title (Fall Intern, Investor Communications) in the email subject line. Please include a short essay (250 words maximum) of an example of when you encountered a challenge. Provide the background, describe what actions you took, and the result you achieved. Deadline to submit your application is 5pm EST on July 24, 2022.

Burgundy Asset Management Ltd. is an equal opportunity employer. Accommodations on the basis of 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.