

## Position Overview

**Organization:** Burgundy Asset Management Ltd.

**Title:** Associate, Investor Communications (Bilingual)

**Reports to:** Senior Manager, Communications

**Location:** 1501 McGill College Ave, Suite 2090 | Montreal, Quebec H3A 3M8

*(This role will report to the Communications Team in Toronto. It can be based in our Montreal or Toronto office.)*

## Come work at Burgundy!

Burgundy Asset Management 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.

At Burgundy, our values of honesty, courage, and always doing what is in the best interest of the client are brought to life by the daily actions of our people. No matter the position, the right candidate shares our values and understands that everything we do, great or small, is in service of our clients.

## The Position

You will be responsible for contributing to the firm's overall communication goals, including developing content to support and explain Burgundy's investment approach. A key focus of this role is to deliver on the client communications to solidify client engagement.

## What is in it for you?

Our culture at Burgundy is one of responsibility. We thrive in an environment where we are constantly learning and improving how we serve our clients and each other. To provide an exceptional client experience, the position provides an excellent opportunity to collaborate with various groups across the firm, including the Investment team, as well as the Institutional and Private Client groups. You will gain in-depth knowledge of Burgundy's investment strategy and business operations in this role. You will also develop strong relationships throughout the company while working on projects that are important to our clients.

In this role, you will:

- Gain a thorough understanding Burgundy's investment philosophy and offerings.
- Develop strong relationships with Burgundy's Institutional and Private Client groups.
- Work in a high-performing, fast-paced, dynamic team.
- Have access to leaders who will coach and mentor you as you advance.
- Have access to potential future career opportunities.
- Have the opportunity to do work that is both challenging and rewarding.

## Primary Responsibilities

- Produce marketing materials for Burgundy's clients and prospects, including the update of fact sheets and presentations.
- Contribute to the development of materials that explain Burgundy's approach, performance, and market considerations.
- Analyze and interpret internal and external data for the maintenance of material.
- Ensure that all of Burgundy's external communications are available to French-speaking clients. This includes proofreading a diverse range of documents to ensure accuracy and consistency with Burgundy's writing style as well as managing the relationship and project production with Burgundy's outside translators.

## Skills & Specifications

The ideal candidate will be/have:

- Fluent in both English and French.
- A keen interest in investing and the capital markets.
- Detail- and results-oriented, with the ability to manage multiple projects simultaneously.
- Excellent interpersonal skills, with a proven ability to work effectively with teams.
- A hard worker who is not afraid to roll up their sleeves when necessary.
- Strong project management skills to ensure materials are delivered efficiently and on time.
- An “outside the box” thinker and problem-solver.
- Able to thrive in a fast-paced environment, with a desire to learn and develop skills in financial and investment communications.
- Proficient with Microsoft Office, particularly with PowerPoint and Excel.

## Required Qualifications

- Bachelor’s degree
- Fluently bilingual (English and French)
- Experience in the financial industry an asset
- An interest in pursuing the Chartered Financial Analyst (CFA) designation

Send your resume and cover letter to [careers@burgundyasset.com](mailto:careers@burgundyasset.com), referencing the job title (Associate, Investor Communications) in the subject line. Please include a short essay (a maximum of 250 words) describing a time when you faced a business challenge. Give some background information, then describe your actions and the outcome. To be considered, all materials must be submitted.

*For positions available in Quebec that require fluency in French and English, please note that bilingualism is required due to the global nature of our operations.*

*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.*