LETKO BROSSEAU

Position: Associate, Client Services
Location: Calgary

Company Description

Established in 1987, Letko, Brosseau & Associates Inc. (LBA) is one of Canada's largest independent investment management firms with offices in Montreal, Toronto and Calgary. We currently manage over $30 billion in assets for institutional, not-for-profit (NFP) and private clients.

Our approach is based on fundamental analysis conducted by a highly qualified in-house research team. The emphasis is on thoughtful industry research using a global perspective and careful attention to stock selection. The success of our efforts has been reflected in consistently above average investment returns and very high client loyalty.

Role Description

Our client servicing team is responsible for all aspects of the firm's interaction with clients. This includes communicating the firm's investment views, ensuring the efficient execution of any instructions and providing any reporting or other information that the client requires.

We are seeking a highly professional individual to assist a Director, Client Services in serving an existing group of institutional, not-for-profit (NFP) and private clients.

Responsibilities:

- Coordinate client meetings and prepare all required presentation material in a timely manner
- Answer various queries and requests from clients, prospective clients and industry professionals (e.g. transaction instructions, requests for reports, new account openings, questions about the firm, etc.)
- Complete account opening documents and obtain ongoing account documentation from clients
- Regularly liaise with custody companies and with other departments of the firm such as accounting, trading or compliance in order to process client requests
- Familiarize yourself with Letko Brosseau's investment approach and stay abreast of the firm's investment strategy

Qualifications:

- University degree
- A minimum of 5 years of experience working in the investment management industry
- Good communication and interpersonal skills
- Autonomous, resourceful and reliable
- Organized and able to multi-task
- Team oriented and able to thrive in a collaborative environment
- Proficient and experienced with MS Office Suite, portfolio management systems, client relationship management databases and at ease with learning new information technology tools
- Honest and ethical with an understanding of regulatory and compliance frameworks

We invite interested candidates to forward their resume, along with a cover letter to careers@lba.ca. We thank all candidates for their interest, but only those selected for an interview will be contacted. No telephone enquiries please.