JOB DESCRIPTION – INVESTMENT ANALYST

UTAM

University of Toronto Asset Management (“UTAM”) is the investment manager for the University of Toronto’s Pension, Endowment and short-term working capital assets. UTAM manages over $10 billion in assets with a team of more than 20 professionals. We invest globally across a variety of asset classes using a wide range of strategies. Our sole focus is to invest university assets.

Position Summary

The Investment Analyst will be part of the eight-person team at UTAM that is responsible for sourcing, conducting due diligence and monitoring all managers across all asset classes. The Investment Analyst position that we are looking to fill will focus primarily on long-only public equity managers and hedge funds investing in public equities. The position reports to the Head of Public Equities.

Responsibilities

- Research and analyze a wide variety of investment managers and strategies, focusing on long-only public equity managers and hedge funds investing in public equities.
- Help source potential investment managers.
- Schedule and attend meetings with existing and potential investment managers.
- Add meeting notes on current and prospective managers to our document management system.
- Assist in the creation of investment recommendation memos.
- Help monitor investment managers post-investment.
- Use quantitative methods to help evaluate and monitor managers.
- Proactively automate and make suggestions to improve existing investment processes.
- Perform other duties as required.

Qualifications and Experience

- Passion for investing.
- University degree in Business, Economics, Mathematics or a related field with a strong academic record. Graduate degree in a finance related field preferred.
- CFA charter holder or working towards the designation.
- Strong computer skills and a demonstrated ability to learn advanced investment software packages.
- Knowledge and experience in quantitative/statistical techniques.
- Minimum of 2 years investment experience. Previous manager selection experience is not required but would be an asset.
- Willingness to travel.
- Excellent communication (verbal and written) and interpersonal skills.
• Self-starter, able to demonstrate initiative, well-developed time management skills and project management skills.
• Proven ability to work independently as well as perform effectively in a team-oriented environment.

Personal Characteristics
• Unquestionable ethics and integrity.
• Detail-oriented and organized
• Hardworking, professionally-driven and dedicated.

Compensation
Competitive compensation in the form of a salary and annual bonus. In addition, UTAM offers an excellent benefits package.

Application
Send your cover letter and resume to careers@utam.utoronto.ca with “Analyst – Your Name” in the subject line.