



JOB TITLE: Analyst, Product Management
DEPARTMENT: Guardian Marketing, Guardian Capital LP (“GCLP”)
REPORTS TO: Senior Manager, Product Management
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

Guardian Capital Group Limited (“Guardian”) is a diverse financial services company with expertise in asset management and wealth management. Managing approximately \$50 billion in assets under management and administration, Guardian is headquartered in Toronto with a global strategic mindset as it has offices in Canada, Caribbean, UK and US and a growing number of clients coming from across the globe. Our asset management division, GCLP, provides investment management strategies spanning across a broad range of asset classes, geographic regions and specialty mandates. From Canadian equity to fixed income, quantitative, Artificial Intelligence (AI) driven strategies to concentrated alpha-targeted strategies, we are one of the largest independent, non-bank or non-insurance, asset management firms headquartered in Canada that has shown organic growth by investing in innovative investment ideas and strategies.

The Analyst, Product Management will facilitate the workflow of product materials by preparing and analyzing data and collaborating with internal departments. The Analyst will gain exposure to a wide array of investment strategies and teams, developing broad knowledge of our product offering and translating investment analytics into usable information for colleagues and our clients. This position will be instrumental to the successful growth of Guardian’s investment strategies; it offers an excellent opportunity to refine skills and develop knowledge of investments and product management. This position is most suitable for a candidate seeking an entry-level position in Product Management.

ESSENTIAL FUNCTIONS:

Investment Analytics and Data Management:

- Reviewing external sources of portfolio data such as, and not limited to, Morningstar, Fundata, eVestment and other institutional/retail website databases to ensure the information is accurate;
- Becoming a power user of tools such as eVestment, MercerInsight, Morningstar, Eikon, Bloomberg, etc. to generate competitive intelligence and analytics as needed by distribution teams and management;
- Proactively coordinating and working with various departments such as Operations, Technology, Compliance and investment teams to ensure the data required for marketing activities are accurate;
- Creating and maintaining marketing analytics reports for internal stakeholders; and
- Building and maintaining custom macros to support reporting and product material updates.

Product Management and Marketing:

- Supporting Product Managers and the Marketing team in creating and maintaining marketing content and collateral for investment strategies;
- Developing in-depth knowledge of the company and our investment strategies to assist business development activities such as RFPs, collateral for meetings and client requests; and
- Collaborating with various distribution channels to enhance business activities.

QUALIFICATIONS:

- Post-secondary degree (preferably with an orientation toward business or finance)
- Accountability and willingness to work independently on repetitive tasks
- Strong organizational skills to prioritize, balance and multi-task multiple internal and external requests
- Demonstrated ability to work in a fast-paced environment with a positive and collaborative attitude
- Effective interpersonal and communication skills with the ability to be both a team player and independent contributor
- Proficient expertise in Microsoft products such as Excel, Word, and PowerPoint required with the ability to create macros and use VBA and/or other programming languages
- Financial industry experience, especially in asset management, preferred
- Progress towards the CFA designation or equivalent preferred
- Willingness to pursue additional industry designations if needed

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to br@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.