



Job Title: Investment Operations Analyst

Company Profile:

Foyston, Gordon & Payne Inc. is a value-oriented investment counseling firm located in Toronto. The company manages assets on behalf of institutional and private clients across the country. We are seeking a qualified person to add to our team. More information on the company can be found at www.foyston.com.

Responsibilities:

- Cash management and reconciliation of accounts
- Inputting of client withdrawals and deposit requests
- Communicate short-term security and T-Bill buys & sells to the appropriate parties within the company
- Updating the internal database with required information
- Working with Portfolio Managers to vote proxies
- Monthly reporting
- As a small company, it is key that the individual becomes trained on all aspects within their respective business unit

Key Attributes:

- Multi-tasking capabilities
- Deadline driven
- Excellent interpersonal skills
- Analytic thinking and problem solving skills
- Excellent verbal and written communication skills
- Excellent knowledge of Excel
- Highly organized

Salary Range: Negotiable depending on experience

Education: University or College Graduate preferred