

## JOB OPPORTUNITY

**Position:** Product Analyst  
**Reporting to:** Product Manager  
**Location:** 20 Eglinton Ave West, Toronto  
**Start date:** Fall/Winter 2020

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To apply, please send your resume with **accompanying cover letter** to [careers@beutelgoodman.com](mailto:careers@beutelgoodman.com)

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### Overview

As a member of the Beutel Goodman Marketing team, the Product Analyst will have the opportunity to work at one of the largest independent asset managers in Canada. The candidate will be a key contributor to both the product management process and RFP/RFI process in support of the AVP – Investment Services and Product Manager.

The successful candidate will be responsible for supporting the Product Manager in maintaining and updating client presentations and marketing materials, responding to inquiries from relationship managers, ensuring databases are updated with accurate firm and performance data as well as maintaining industry and competitor reports.

We are looking for an individual with a demonstrated track record of exemplary attention to detail, strong verbal and written communication skills who thrives within a goal-oriented team environment and is able to work independently.

### Major Responsibilities

- On a quarterly basis, update internal presentations with eVestment, Mercer and Morningstar charts
- Support sales and relationship management team by generating product and peer analysis on a quarterly and ad hoc basis
- Assisting with monthly/quarterly client and regulatory reporting
- Contributing ideas for new slides and maintaining existing database for prospect, consultant and client presentations
- Assist with identifying and gathering industry-related data to support strategic decision-making
- Assist in the completion of RFPs, RFIs, DDQs and other consultant/prospect requests, including cataloguing responses in the firm's Q&A library
- Assist in ensuring the completeness, consistency and accuracy of firm and strategy profiles and performance on various consultant and open-architecture (e.g. eVestment) databases

### Desired qualifications / experience

- 3-5 years of professional investment management experience, preferably in product / analytics / investment services
  - Familiarity with investing concepts and investment firms in Canada
  - Strong familiarity with eVestment, Mercer Insight and Morningstar Direct
  - Strong organizational skills and impeccable attention to detail
  - Progress in the CFA program will be considered an asset
  - Strong proficiency in Outlook, Excel, Word, PowerPoint
  - Ability to effectively work with complex data
  - Driven, ambitious and proactive individual with a strong desire to succeed
  - Fluent communication in English and French (written and verbal) would be an asset
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