

Position: Compliance Analyst

Location: Oakville, Ontario (on site)

Harvest Portfolios Group Inc. is a growing investment management firm looking to add a new team member to support our compliance function in a fast-paced and dynamic environment. This role is ideal for a curious, enthusiastic, and detailed-oriented individual who is eager to learn and build a career in compliance. You will gain hands-on experience across various areas – from routine responsibilities to participation in larger projects as our compliance department continues to grow. This is a great opportunity to apply, develop and refine your skills, and make meaningful contributions as a member of a highly engaged and dedicated team.

Job Requirements:

- Minimum 1-2 years of compliance and administrative experience in a Canadian Asset Management organization (IFM/PM).
- Ability to be collaborative in a very demanding environment and help ensure that all regulations/procedures are adhered to.
- Knowledge of or strong desire to learn more about: Investment Compliance, Operations Compliance and Sales/Marketing Compliance.
- Knowledge of and or strong desire to learn more about regulatory requirements relevant to IMF and PM and its registrants (e.g. National Instruments, due diligence, risk mitigation, and regulatory filings).
- Works as directed to provide support and willing to take initiative and ensure that all assigned compliance and compliance related administrative tasks are completed in a timely manner.
- Ability to interact in a positive manner with various levels of the organization.

Your Credentials:

- Related business education (college or university) and/or CSC and other industry courses a plus.
- Knowledgeable and proficient use of computer programs, Excel, Power Point, Word and Salesforce.
- Working knowledge of securities regulations (National Instruments - 81-102 and 81-105).

The Harvest Advantage

- Competitive salary and benefits package.
- Positive and supportive company culture.
- Opportunity to grow your career.

Interested applicants can forward their resume with a cover letter to resumes@harvestetfs.com.

We thank all applicants in advance for their interest, but only those candidates shortlisted for interviews will be contacted.

Harvest Portfolios Group Inc. is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, religion, sexual orientation or expression, disability, or age.