



POSITION: Institutional Portfolio & Trading Administrator

REGION: Oakville, ON

JOB DESCRIPTION:

As part of the investment team, the Portfolio & Trading Administrator is responsible for ensuring proper settlements across global equities, listed options, OTC Options, and foreign exchange contracts. Working with multiple stakeholders, they will also be engaged in ETF settlements processes and account documentation maintenance. They will participate in the preparation of required daily portfolio management files including custody/accounting/OMS, reconciliations across asset classes, intraday portfolio tracking, and the staging of equity orders. The role is a dynamic fast paced role that requires strong communication and organizational skills that can quickly and successfully adapt to multiple concurrent tasks.

REQUIREMENTS:

- Minimum of 2-5 years experience in mid/back-office settlement
- University degree

SKILLS AND EXPERIENCE:

- Experience working with global equity settlements
- Understanding of listed option settlements & clearing processes
- Knowledge of foreign exchange trading and settlements
- Experience with Order Management Systems
- Experience with Bloomberg and other investment information software
- General operations, trading, administration or accounting experience are valuable
- Interest in pursuing CMT or CFA considered an asset but not required

OPPORTUNITIES AND ADVANTAGES:

The role offers the right candidate an opportunity to expand their investment operations or trading experience and expand their career with a fast-growing investment management company that embraces a positive and diverse culture.

Interested applicants please 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.

Harvest Portfolios Group Inc.
610 Chartwell Rd, Suite 204, Oakville, ON L6J 4A5