



Are you ready for a change? CN Investment Division is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. With over \$19 billion in assets, we actively manage the pensions of over 50,000 pensioners and pension plan members. This important mission drives our teams and our vision each and every day.

As a part of the CN Investment Division team, you will always be learning, adapting and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

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## Position: Assistant - Real Assets

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### Current Opportunity

CN Investment Division is an inclusive and equity-focused environment with many opportunities to learn and grow at all levels of the organization. Reporting directly to the Portfolio Manager – Private Debt and Infrastructure, the incumbent is responsible for supporting the daily activities and special projects ensuring the success of the Resource and Royalties, Private Debt and Infrastructure, and Real Estate teams.

If you are a strong team player with excellent communication skills, have attention to detail, are dynamic, take initiative and motivated by new challenges and continuous learning, then this is the job for you! As an organized and flexible individual, you are able to meet deadlines, especially at peak times, and have an excellent work ethic.

### Primary Responsibilities

- Manages Outlook email, organizes and schedules meetings and appointments
- Compiles relevant expenses for all direct reports and the team
- Prepares legal documentation such as limited partnership agreements, subscription agreements, legal and tax opinions for new private investments;
  - acts as intermediary for updates and prepares documents for execution by relevant signatories
- Organizes the ESG meetings for the Private Debt and Infrastructure, Real Estate, and Resource and Royalties teams
- Creates and confirms consistency throughout detailed documents/charts and presentations for various internal meetings
- Manages research list, commissions report, and hedging report for Resource and Royalties group

### Professional Requirements

- DEC in administration or office automation
- Five(5) years experience in a similar position
- Advanced knowledge of Microsoft Office Suite
- Accounting/Finance experience is considered an asset
- Bilingual (French and English) with excellent grammar in both languages

## Desirable Skills and Aptitudes

- Excellent organizational and time management
- High attention to detail
- Confidentiality
- Client-oriented
- Effective team player with strong communication

If this position sounds like you, we would love to hear from you! Please send your application by May 20, 2022 via email to [jobs@cnid.ca](mailto:jobs@cnid.ca). The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.

**Mandatory COVID-19 Vaccination:** Effective November 1<sup>st</sup>, 2021, all Division employees are required to self-declare their vaccination status against COVID-19. Since CN is a federally regulated company and the Division is a wholly owned subsidiary of CN, all Division employees must have received at least two doses of the vaccine against COVID-19 as a condition of employment. Accommodation measures will be made for medical or other protected grounds under applicable Canadian human rights laws. Please contact us to discuss any requests for exemption from the vaccination requirement.