



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the CN Investment Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$18 billion is actively managed in-house by 91 employees for the CN Pension Plan's approximately 48,800 pensioners and pension plan members. The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. 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.

Position: Assistant or Coordinator, Absolute Return and Liability Hedging (based on qualifications and relevant experience)

Current Opportunity

The Division is seeking a collaborative and resourceful individual to support the Absolute Return and the Liability Hedging and Portfolio Construction teams with a range of administrative and operational tasks.

Reporting to the Portfolio Manager, Absolute Return, the incumbent will be responsible for coordinating meetings, managing calendars and emails, and handling various administrative tasks as needed. In addition, they will prepare legal documentation for investment transactions and liaise with invested managers to gather essential information.

The ideal candidate has exceptional organizational skills, attention to detail, and the ability to manage multiple priorities effectively in a collaborative, client-oriented setting.

Primary Responsibilities

- Coordinate meetings, manage calendars and emails, and welcome visitors
- Prepare legal documentation for investment transactions
- Liaise with external managers to gather information or address issues (audit requests, sanctions, non-disclosure agreements)
- Download, organize, and distribute manager reports, including performance reports, financial statements, and tax documents to relevant stakeholders
- Input data from external manager reports to create the quarterly performance report
- Prepare team materials and ensure quality, accuracy, and consistency of internal and external presentations, documents, and charts
- Maintain and update contact lists of external managers and administrators, and track meeting and call dates
- Prepare year-end documentation for audit purposes
- Process professional development forms for training and conference participation, and handle expense accounts
- Act as a backup for coordinating travel arrangements, including booking flights, accommodations, and transportation, as needed

Professional Requirements

- DEC in administration or office automation
- Minimum of two to five years of experience in a similar support role
- Proficient in Microsoft 365 applications (Excel, Word, PowerPoint, Outlook, SharePoint, and Teams)
- Knowledge of the basic procedures involved in the review and preparation of legal documentation, an asset

Desirable Skills and Aptitudes

- Excellent organizational and time management skills
- Strong attention to detail
- Ability to maintain confidentiality
- Client-oriented
- Collaborative team player with excellent communication skills
- Bilingual (French and English)

If this position sounds like you, we would love to hear from you! Please send your application via email to 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.