



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Analyst, Data Vendors (Temporary - 18 Months)

**Job ID** 2B-2F-C4-41-32-35

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=2B-2F-C4-41-32-35>

**Company** PSP Investments

**Location** Montreal, Quebec

**Date Posted** From: 2024-03-07 To: 2024-05-06

**Job** Type: Fixed-term Category: Information Technology

**Languages** French, English

### Description

#### ABOUT US

We're one of Canada's largest pension investment managers, with CAD\$243.7 billion of net assets as at March 31, 2023.

We invest funds for the pension plans of the federal public service, the Canadian Forces, the Royal Canadian Mounted Police and the Reserve Force. Headquartered in Ottawa, PSP Investments has its principal business office in Montreal and offices in New York, London and Hong Kong.

Capturing and leading complex global investments requires us to work as one to seize valuable opportunities, in close collaboration with some of the world's top companies. At PSP, you'll join a team of motivated and engaged professionals, dedicated to propelling our organization further than ever before.

#### EXPERIENCE THE EDGE

At PSP, we encourage our employees to grow, forge powerful relationships, contribute and fuel inspired investment launchpads. We are committed to a culture that fosters collaboration and allows us to think beyond, in an interconnected way. We advocate for our employees to speak-up, learn, experiment, share, and be part of an inclusive work environment where diversity is embraced.

#### ABOUT THE TEAM

Reporting to the Manager, Market Data Operations, the Analyst, Data Vendors will work as part of a small team in managing end-to-end market data vendor relationships, including onboarding, implementation, budgeting, payment processing, and extensive internal client support. The PSP Market Data Operations team currently manages ~110 vendors across a wide landscape of services and data sets. The Analyst will be primarily responsible for maintaining market data subscription inventory and responding to licensing requests. He or she will also work to improve the efficiency of the many operational tasks.

#### ABOUT YOUR ROLE

As an Analyst, Data Vendors, you'll:

- Manage the inventory of market data (moves, additions & cancellations) by proactively reaching out and collaborating with both internal clients, such as budget owners, and external vendors to ensure approvals for access data and contract terms validation

- Manage invoice validation, processing, and reconciliations while building and maintaining relationships with FP&A and accounts payable for comprehensive reporting
- Analyze cost and allocate resources using a bottom-up approach to create market data budgets for PSP as a whole and for business lines
- Produce business and vendors reporting
- Manage contract administration by participating in the entire contract life cycle, reviewing agreements to ensure standard terms, collaborating with the Legal, Information Security, and Privacy teams, and handling administrative tasks (such as sending documents for signatures, ensuring documents are accurate, and supporting in the renewal processes)

#### WHAT YOU'LL NEED

- Bachelor's degree (considered an asset) or Certificate in finance, accounting, computer science or other relevant field
- Up to five (5) years of relevant work experience
- Excellent administration skills
- Strong computer skills, particularly in MS Office programs such as Power BI, Excel, and Visio
- Previous experience with TRG Optimize, an asset
- Experience in the automation of manual business processes
- Previous knowledge of Service Now, an asset
- Subject Matter expertise of market data, an asset
- Ability to navigate a fast-paced environment with a high level of autonomy
- Bilingualism: English and French (frequent interactions in English with PSP employees based in our offices in Hong Kong, London and New York, and interactions in French with employees in our local offices in Montreal and Ottawa)

We offer a tailored employee experience and competitive total rewards and benefits package\* designed to attract and retain global diverse talent, reward performance, and reinforce business strategies and priorities. Beyond salary and incentive pay eligibility, you have access to:

- Investment in career development
- Comprehensive group insurance plans
- Unlimited access to virtual healthcare services and wellness programs
- Competitive pension plans
- Vacation days available on day one with additional days on milestone service anniversaries, and summer Friday afternoons off
- Inclusive paid parental leave policy: up to 26 weeks for primary caregivers, 5 weeks for secondary caregivers
- A hybrid work model with a mix of in-office and remote days

\*Benefits package may vary based on your employee type.

At PSP, we aim to provide an inclusive workplace where we leverage diversity and where everyone feels valued, safe, respected and empowered to grow. As part of this leadership commitment, we strongly encourage applications from all qualified applicants and strive to offer an inclusive and accessible candidate experience. If you require any accommodation for any part of the recruitment process, please let us know.

Visit us on [www.investpsp.com/en/](http://www.investpsp.com/en/)

Follow us on LinkedIn

#### **How to Apply**

Click Apply Now!