



# 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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Senior Analyst, Portfolio Management And Operations - Infrastructure And Private Equity

<b>Job ID</b>	<b>BE-FF-36-E6-5A-B9</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=BE-FF-36-E6-5A-B9">https://careers.indigenous.link/viewjob?jobname=BE-FF-36-E6-5A-B9</a>	
<b>Company</b>	PSP Investments	
<b>Location</b>	Montreal, Quebec	
<b>Date Posted</b>	From: 2023-06-07	To: 2023-09-01
<b>Job</b>	Type: Full-time	Category: Finance
<b>Languages</b>	Bilingualism Required	

### Description

#### ABOUT US

We're one of Canada's largest pension investment managers, with CAD\$230.5 billion of net assets as at March 31, 2022.

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.

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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 YOUR ROLE

Reporting to the Senior Manager, Portfolio Management and Operations ("PM&O") - Infrastructure and Private Equity, the incumbent provides operational support to the Infrastructure and Private Equity teams and has the following responsibilities:

- Manage the deal closing process for direct investments, including wire transfers preparation, documentation validation, and coordination with internal business partners to ensure organizational readiness to fund in a timely manner
- Prepare and execute fund capital calls through Kyriba
- Prepare projections of cashflows and communicate to internal stakeholders
- Verify and update external partners' banking instructions and maintain passwords to access partners' document-sharing sites
- Manage investment trusts (MITs) by monitoring expenses and oversee bank accounts
- Develop an in-depth understanding of the investment structures and assist with operational matters related to foreign structures (India, etc.)
- Coordinate with the investment teams to ensure the pipeline is accurate and up to date
- Provide support and training on the pipeline system and communicate changes when required
- Manage SharePoint access
- Creation of new investments in the iLevel system
- Contribute to any operational improvement and enhancement projects
- Replace the Senior Manager, Portfolio Management and Operations (back-up)

#### WHAT WE'RE LOOKING FOR

- Excellent knowledge of computer tools, such as MS Office
- Methodical and detailed oriented

- Autonomous, proactive, resourceful, and well organized
- Ability to work under pressure
- Customer service oriented and good interpersonal skills

#### WHAT YOU'LL NEED

- Bachelor of Economics, Finance or Accounting
- Up to five (5) years of relevant experience
- Treasury and/or operating support experience (an asset)
- Experience with eFront, Kyriba or iLevel (an asset)
- Bilingualism required

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:

- A flexible hybrid work model with a mix of in-office and remote days based on business groups, teams, and roles
- A hybrid allowance to support any hybrid related needs
- Competitive pension plans
- Comprehensive group insurance plans
- Unlimited access to virtual healthcare services and wellness programs
- Generous and inclusive paid family leave
- Vacation days available on day one with additional days on milestone service anniversaries, and summer Friday afternoons off
- Investment in career development

\*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/)

**Vaccination:** We are committed to a healthy and safe work environment. As a Canadian Crown Corporation with offices around the world, we adhere to Canadian and local government guidelines regarding COVID-19. Vaccination is not currently a mandatory employment criteria. However, this is subject to change, depending on Canadian and local government guidelines.

#### **How to Apply**

Click "Apply Now"