

Investment Operations Analyst

Full-Time | Permanent | Hybrid

Who We Are

Alitis Investment Counsel is a boutique investment firm focused on outstanding customer service with its portfolio management offering. Created in 2009 in Campbell River, BC, Alitis was born out of a desire to bring an Ultra High Net Worth investing approach to our clients while providing personalized service at the highest level.

The firm proudly manages over \$490 million in assets, has over 20 team members, and has offices in Campbell River, Comox and Victoria.

The Opportunity

We are looking for our next great team member for the role of **Investment Operations Analyst**. The ideal candidate will have a strong understanding of web applications and development to support and enhance our operational systems and processes. While we are open to candidates based in Nanaimo or surrounding areas, onboarding will take place in person at one of our offices (Comox or Victoria). This is a hybrid role, with the expectation that team members work in person at least two days per week at either the Comox or Victoria location.

We are seeking a self-motivated individual with strong problem-solving skills, keen attention to detail and excellent communication skills. You will primarily assist the Investment Team, with some collaboration and communication with the Compliance and Private Client Teams. You will play a key role in advancing both our web application and our investment operations.

A Day in the Life...

- Provide flexible and timely support to the Co-Chief Investment Officers (Co-CIOs)
- Regular communication regarding priorities and work completed
- Monitoring investment transactions and saving backup as required
- Collaborating with other team members on the sourcing and collection of data
- Ad hoc support to other team members, such as use of internal software and other data projects
- Designing reports and charts for various internal and external purposes
- Performing maintenance tasks and routines for the web application, including troubleshooting as required
- Using Git as a version control system and project management system
- Writing and editing Python code in a Django project, including documentation
- Feature design and development, including required HTML, CSS, and JavaScript
- Other tasks as required

What you bring

- Minimum 2 years' experience of coding in Python
- Knowledge of the following programming languages, packages and frameworks is considered an asset:
 - Git
 - Python (Django, Pandas, Plotly)
 - Web design (HTML, CSS, TailwindCSS, HTMX, JavaScript)
 - Amazon Web Services (AWS)
 - PostgreSQL
 - Microsoft Office products (Excel, Sharepoint, Outlook, Teams)
- Excellent organizational and time management skills
- Excellent communication skills
- Accountability to daily, weekly and on-going tasks
- Deep curiosity and willingness to learn
- Post-secondary education in Computer Science or related is considered an asset
- Knowledge of and interest in the investments/portfolio management industry is considered an asset

Compensation

\$52,000 to \$62,000 CAD – annual salary

Alitis Investment Counsel also offers a team bonus and a comprehensive group benefits program including an employer-funded group RRSP and three-weeks vacation.

How to Apply

Sound like a fit? Send your resume with **your name + Investment Operations Analyst** in the subject line to careers@alitis.ca

Alitis is an equal opportunity employer. We are committed to creating a diverse environment. All applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

We thank all candidates for their applications; however, only shortlisted candidates will be contacted.

Please note that we are unable to provide any sponsorship or support work visas of any kind at this time. Applicants must be able to work in Canada for any employer in a full-time, permanent capacity without sponsorship.