



<b>Position Title</b>	Capital Markets Associate
<b>Location</b>	Toronto
<b>Reporting To</b>	Vice President, Capital Markets
<b>Position Overview</b>	This role will support the Private Client Capital Markets team and assist in helping execute capital raises and due diligence on prospective issuers.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Updating and maintaining our financial databases</li> <li>• Collecting and analyzing quarterly and yearly industry financials</li> <li>• Producing industry comparison charts</li> <li>• Financial modeling and valuation</li> <li>• Creating and updating investor presentations</li> <li>• Market research and due diligence of potential investments</li> <li>• Reviewing and drafting offering material and legal documentation</li> <li>• Liaising with prospective clients and Richardson GMP advisors</li> <li>• Various administrative tasks, as needed</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Undergraduate degree or post-graduate degree in business with a focus on finance or accounting</li> <li>• CFA designation, or the pursuit of a CFA designation</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 2-4 years of prior work experience</li> <li>• Solid spreadsheet and financial analysis skills</li> <li>• Above average work ethic and motivation</li> <li>• Excellent interpersonal and communication skills</li> <li>• The ability to manage multiple tasks and meet deadlines</li> <li>• A track record of taking initiative</li> <li>• Self-motivation and the ability to work with little supervision</li> <li>• A demonstrated proficiency in problem solving</li> <li>• Comfort using MS Excel, PowerPoint and Word</li> <li>• A strong interest in and understanding of financial markets</li> </ul>