

Private Client Portfolio Manager's Assistant (Calgary)

Established in 1964, Phillips, Hager & North Investment Management Ltd. ("PH&N") currently manages nearly \$70 billion in assets and has over 300 staff in five offices across Canada. Our approach is characterized by disciplined investing, high-quality service and some of the lowest fees in the business. The partnership of PH&N and RBC Asset Management has combined two recognized leaders to create the preeminent Asset Management firm in Canada. This partnership will allow PH&N to meet our clients' increasingly sophisticated needs, with greater access to world class research and talent, and a wider range of investment products.

PH&N opened its Calgary office in 1999 in an effort to provide enhanced face-to-face service to existing high net worth private clients, and to grow the Firm's brand within Alberta. We are now poised for expansion, and require an emerging investment professional to manage a wide-range of analytical responsibilities on behalf of a busy team of private client managers.

This role will provide the successful applicant with an exceptional opportunity to develop their knowledge of portfolio management, while allowing PH&N to cultivate a potential relationship manager. The key performance areas associate with this role include: writing investment policy letters, building asset mix spreadsheets, interacting with clients, maintaining our contact management system, and preparing presentations and proposals.

The ideal candidate will have a passion for capital markets, client service and education, relationship management and business development. Applicants will be screened based on their technical knowledge of investments, related experience and written/verbal communication skills. At minimum, applicants must be working towards the completion of their CFA designation, and possess a related University degree.

Interested applicants are asked to forward their covering letter and resume to careers@phn.com no later than July 11, 2008. Please note that those candidates short-listed for interviewing will be contacted within two weeks of their application date. No agents or telephone calls please.