



Manager, Portfolio Administration

Location: New York

Fiera Capital Inc. is the U.S. division of Fiera Capital Corporation, a leading North American independent investment manager with over \$85 billion in assets under management as of December 31, 2016. Fiera Capital offers thoughtful investment solutions for high net worth individuals and institutions. The U.S. division currently manages approximately \$19.6 billion in assets across a spectrum of traditional, nontraditional, and bespoke investment strategies. To learn more about the company, please visit: www.fierausa.com.

Fiera Capital Inc. is indirectly wholly-owned by Fiera Capital Corporation, which is listed on the Toronto Stock Exchange.

POSITION SUMMARY Reporting to the Vice President, Back Office Operations, the Manager oversees Portfolio Administration activities (corporate actions, proxy management, reconciliation) including managing third party vendors. In addition, the Manager elaborates and implements continuous improvement initiatives in relation to business processes, systems and procedures.

KEY RESPONSIBILITIES for this role would include focus on the following:

- Monitor key daily activities ensuring accuracy and best practices are being followed
- Develop and maintain business relationships with external service providers (vendors and custodians)
- Monitor and analyze vendor performance in order to ensure compliance with Service Level Agreements and Vendor Management Process
- Troubleshoot all vendor issues within a reasonable timeframe
- Review business processes to improve efficiencies, reduce costs and mitigate risks
- Maintain knowledge of industry practices and emerging trends impacting business operations
- Play a leading role in defining and implementing continuous process improvements procedures
- Develop and coach employees in order to enhance the operational efficiency of the department
- Communicate contractual inconsistencies based on Key Performance Indicator (KPI) requirements
- Responsible for identifying, cataloging and monitoring requirements for reports, meetings, communications analyses throughout the year
- Maintaining a calendar of contract activities (dates for milestones, key deliverables, meetings, etc.)

SPECIALIZED SKILLS AND EXPERIENCE

- Minimum 5-7 years' experience in the administration of multi-asset class securities
- Experience in the analysis and implementation of systems/process integration
- Previous experience coordinating project activity with internal teams and third party vendors
- Previous team management or leadership experience
- Previous experience with outsourced daily reconciliation preferable
- Advanced knowledge of account reconciliation, ie SMA, Funds, Institutional
- Demonstrated ability to manage workflows and prioritize issues
- Proven initiative and continuous process improvement mindset
- Superior time management and multitasking skills
- Ability to foster a positive work climate characterized by a high degree of team collaboration
- Strong aptitude for employee coaching and development
- Effective communication and interpersonal skills
- Advanced knowledge of auto reconciliation tools
- Knowledge of Advent Products (i.e. APX), an asset
- Very good knowledge of Windows and MS Office suite, including advanced proficiency in Excel

Those interested in this position may send their resume to careersUS@fieracapital.com. Please note only qualified applicants will be contacted. Fiera Capital is an Equal Opportunity Employer committed to inclusion and diversity.

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