EVOLVE
ETFs

**Position: Trading Operations Associate**
**Term: Full time**
**Supervisor: Executive Vice President, Head of Trading**
**Location: Toronto**

**About Evolve ETFs**

With over $9.7 billion in assets under management, Evolve specializes in bringing innovative ETFs to Canadian investors. Evolve's suite of ETFs provide investors with access to: (i) index-based income strategies; (ii) long term investment themes; and (iii) some of the world's leading investment managers. Established by a team of industry veterans with a demonstrated ability to succeed, Evolve creates investment products that make a difference. For more information, please visit www.evolveetfs.com.

**Position Summary**

Evolve is one of the fastest growing asset managers in Canada, and the trading desk sits at the centre of that growth. Reporting to the Executive Vice President, Head of Trading, the Trading Operations Associate helps run the firm's daily trading operations from the start of the day through to the close and beyond - preparing the morning reports, reconciling cash and positions, processing fund flows and wires, and supporting the desk's trading and settlement activity. Operational activity continues through the day after the 9:30 a.m. open, with monitoring, reconciliation, problem-solving and project work that keep the funds running accurately.

This is a seat for someone who wants to learn how an investment fund works - not one corner of it, but the whole machine. Because the team is small and the platform is growing quickly, you will be hands on with every part of the fund lifecycle: creations and redemptions, NAV, settlement, FX, collateral and margin, distributions, corporate actions and rebalances, across equities, listed options, fixed income, money market instruments and crypto assets. You will work directly alongside the traders and portfolio managers who run the funds, and you will understand why each trade happens, not just how to process it.

This position starts at approximately 6:00 a.m. ahead of the market open, with the benefit of an early finish. We are seeking a candidate with an operations background and strong analytical and data skills who can perform under tight deadlines in a fast-paced, entrepreneurial environment and is eager to develop a career on a trading floor rather than in a processing function.

**A Path to the Desk**

Trading operations is the best foundation there is for a career in markets, and we treat it that way. Evolve's traders and portfolio managers rely on the person in this seat every day, and as the platform grows, so do the opportunities on the desk. Associates who master the operational side and show good judgment on markets are given progressively more trading responsibility - executing under supervision, then owning execution in specific asset classes - with a genuine path to a trader or portfolio manager role for those who want it. We will invest in your development, support the relevant industry designations, and give you exposure to the full product shelf. It is equally a strong path for those who prefer to build a career in fund operations leadership.

**Key Responsibilities**

- Run the daily pre-market operational routine, starting early (typically around 6:00 a.m.) to ensure the funds are ready to trade before the 9:30 a.m. open.
- Prepare and review the suite of morning reports, and act as the first line of review each day, identifying, investigating and escalating any unexpected issues before processing.
- Perform daily cash and position reconciliations across funds, resolving breaks and ensuring books and records are accurate.
- Process daily fund flows and trading-related activity, including creations and redemptions, mutual fund trades, money market deployment, FX, crypto and leverage movements, and the associated wires and settlements.
- Maintain and use the firm's order management and custodian systems, booking trades and movements and keeping data accurate and complete.
- Support the trading desk directly - preparing pre-trade information, assisting with trade capture and allocation, and following up on anything that does not settle cleanly.
- Support NAV, compliance and benchmark reporting, and communicate clearly with internal teams, custodians, prime brokers, banks and dealers.
- Continue operational activity throughout the day after the open, including monitoring funds, reconciling intraday activity, preparing the daily fund monitor, and following up on outstanding items.
- Take on periodic and event-driven work as it arises, such as interest expenses, management fees, distributions and portfolio rebalancing, as well as process improvement and automation projects.
- Build your market knowledge over time - learning how each fund is constructed, traded and hedged, and taking on more trading-adjacent work as you demonstrate capability.

**Education / Accreditation**

- Bachelor's degree in finance, accounting, economics or a related field is an asset.
- Canadian Securities Course is an asset; support is provided for further industry designations (e.g. CSC, CFA) for those who wish to pursue them.

**Experience and Specific Skills**

- An operations background is required, ideally in trade support, fund administration, reconciliations, settlements or custody operations.
- 2 - 5 years of relevant financial services experience. ETF experience is an asset but not required.
- Genuine interest in markets and a desire to learn investment fund operations in depth, with the ambition to grow into a trading or portfolio management role over time.
- Willingness and ability to work early hours, starting around 6:00 a.m., with a correspondingly early finish, while remaining available for operational activity through the trading day.
- Strong Excel and data management skills are required; the ability to build tools and automate processes using Python or VBA is a strong asset.
- Familiarity with fund administration and fund accounting concepts, including NAV, trade settlement, reconciliation and collateral / margin management.
- Familiarity with order management systems (e.g. Eze) and custodian / banking platforms (e.g. BNY Nexen) is an asset.
- Understanding of financial instruments across equities, listed options, FX, money market and fixed income securities, and crypto currencies is an asset.

- Ability to work independently and accurately to meet tight deadlines, with strong organizational, time management and problem-solving skills and high attention to detail.
- Goal oriented and outcome focussed personality.

**What We Offer**

- A front-row seat at one of the fastest growing ETF managers in Canada, with real ownership from day one.
- End-to-end exposure to investment fund operations across the full product shelf, rather than a single narrow function.
- Direct daily contact with traders and portfolio managers, and a defined path toward a trading or portfolio management role for those who want it.
- A small, highly skilled team, a flat structure, and an early finish to the day.
- Competitive remuneration package with benefits.

**This position offers a competitive remuneration package.**
**All people interested in this position may send their resume to: info@evolveetfs.com.**
Please note that only successful applicants will be contacted. Interview will include an Excel based test.