

Position: Vice President, Trading & Operations

Term: Full time

Supervisor: Executive Vice President, Head of Trading

Location: Toronto

About Evolve ETFs

With over \$8.9 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

Under the supervision of the Executive Vice President, Head of Trading, you will support the daily operational functions related to the management of our ETFs. This includes trade execution across a variety of asset classes, portfolio management, processing orders and trades, managing fund-related data and fees, maintaining internal records, and supporting reporting workflows across the business.

You will work closely with portfolio managers, trading, and external service providers to ensure smooth and timely execution of operational tasks. This is an excellent opportunity for a detail-oriented individual with trading experience, strong analytical, and organizational skills to gain hands-on experience in ETF operations within a collaborative, entrepreneurial environment. As part of a small and agile team, you will have exposure to a broad range of responsibilities and processes fundamental to the fund management lifecycle.

Key Responsibilities

- **Trading and Portfolio Management:**
 - Execute for equity, fixed income, option, cryptocurrency, and FX trades.
 - Analyze portfolios for events including corporate actions, dividend dates, etc.
 - Monitor live portfolio analytics including spreads, market maker liquidity, etc.
- **Order & Trade Processing:**
 - Process ETF creation and redemption orders.
 - Assist with booking and equity, fixed income, option, cryptocurrency, and FX trades.
 - Coordinate with custodians and counterparties to ensure timely settlement for ETF orders and trades made for funds.
- **Reporting & Reconciliation:**
 - Prepare and distribute recurring operational dashboards and reports.
 - Maintain the internal book of records and reconcile with fund accountants.
 - Calculate and process management, administration, and other fund-related fees.
- **Operational Oversight:**

- Monitor operational workflows to identify and mitigate potential issues.
- Assist in the development and maintenance of operational procedures and controls.
- Support the implementation of process improvements to enhance efficiency.
- **Stakeholder Communication:**
 - Liaise with internal teams, custodians, and fund administrators to ensure seamless operations.
 - Respond to operational inquiries and provide timely resolutions.

Qualifications

- Bachelor's degree in Finance, Accounting, Economics, or a related field.
- Canadian Securities Course or Chartered Financial Analyst candidacy is an asset.
- ETF experience is an asset but not required.
- Data management and strong Excel skills are required.
 - Knowledge of VBA is a strong asset.
 - Bloomberg API knowledge is an asset but not required.
 - Python is an asset but not required.
- Understanding of financial instruments and how to trade them is an asset:
 - Equities
 - Bonds
 - Options
 - Forwards and futures
 - Cryptocurrency.
- Experience trading financial instruments is an asset.
- Ability to work independently to meet tight deadlines.
- Strong organizational and time management skills.
- Strong analytical problem-solving skills.
- Goal oriented and outcome focused personality.

What We Offer

- Opportunity to be part of a dynamic and growing ETF management firm.
- Exposure to various aspects of ETF operations and portfolio management.
- Collaborative and inclusive work environment.
- Competitive remuneration package with benefits.

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.