



<https://intscanada.com/job/junior-business-consultant/>

## INTS - Junior Business Consultant

### Hiring organization

INTS Consulting

### Description

**Junior Business Consultant** On behalf of our client in the Banking Sector, PROCOM is looking for a Junior Business Consultant. **Junior Business Consultant – Job Description**

### Date posted

2023-07-21

- Proactive and detail-oriented Junior Business Consultant for a 12-month contract role
- The successful candidate will be part of a small team that deals with high-net-worth clients from big hedge/pension funds, handling requests including money transfers, taxation inquiries, etc.
- This position is based in Toronto, Ontario, Canada and operates on a hybrid model, requiring a few days per week on site
- Execute operational processes to ensure accurate and timely processing of securities and trade transactions
- Book new strategies and capture transactional information daily to facilitate downstream analytics and financial accounting
- Maintain governance and controls over the trade capture process to ensure compliance with regulatory requirements
- Develop and maintain effective relationships with internal and external stakeholders to fulfill service delivery expectations
- Communicate with internal business partners and external customers to address standard and non-standard inquiries
- Gather and format data to generate regular and ad-hoc reports
- Handle routine and non-routine transactions, internal business partner and/or external customer inquiries/requests, and/or audit/reconciliation activities
- Focus on major projects and contribute to their successful completion

### Junior Business Consultant – Mandatory Skills

- 2+ years of experience in a similar role
- Strong knowledge of equity products
- Proficiency in MS Excel and database knowledge (e.g., SQL)
- Ability to work independently with minimal supervision and take over a task with diligence
- Excellent problem-solving and communication skills
- Willingness to learn about Fixed Income Products
- Ability to work in a team and provide support when needed
- Must be local to the Greater Toronto Area (GTA)

### Junior Business Consultant – Preferred Skills

- UIPath experience is nice to have

**Junior Business Consultant – Assignment Start Date** ASAP – 12 months to start **Junior Business Consultant – Assignment Location** Toronto, ON – Work Hybrid