



## ABOUT US

CI Investments Inc. is one of the country's largest investment fund companies, managing over \$80.5 billion on behalf of two million Canadian investors. CI is known for its innovation and ability to adapt quickly to the changing needs of Canadian investors. It provides employees with a fast-paced and challenging work environment with opportunities for advancement. CI is part of CI Financial, a diverse group of financial services firms.

**POSITION:** Compliance Officer, Investment Fund Manager  
**LOCATION:** Toronto (M5C 3G7)  
**STATUS:** Full-time

## JOB OVERVIEW

We are currently seeking a Compliance Officer, Investment Fund Manager to join our Compliance team. In this role, the successful candidate is expected to assist in the regulatory Compliance program for the Investment Fund Manager and Exempt Market Dealer of CI Investments Inc. The individual will also provide a range of Compliance support services to Sales, Marketing, Institutional business and back-office operations.

## WHAT YOU WILL DO

- Assist in the creation and documentation of new processes and procedures for new compliance initiatives and controls, ensuring applicable securities laws and National Instrument rules are adhered to.
- Assist in the creation of new policies and guidelines to reflect new or changing regulatory/industry standards or corporate developments.
- Apply policies and regulatory rules appropriately to respond to compliance related inquiries from business units.
- Coordinate directly with wide range of stakeholders across the organization to resolve issues, as required.
- Participates in special projects, as needed.
- Assist with the review of sales practices and marketing materials for adherence to applicable policies and regulations.

## WHAT YOU WILL BRING

- Post-secondary education plus Canadian Securities Course (CSC), the Conduct and Practices Handbook (CPH) or other industry related designations
- Minimum of 2 years of relevant industry experience at an investment management firm
- In depth knowledge of the financial industry including investment fund regulations and applicable National Instruments
- Strong communication skills, verbal and written
- Superior and versatile analytical skills, capable of advising across a range of compliance matters
- Strong MS Office skills, experience with MS Excel a must
- Ability to multi-task and work effectively and efficiently in a fast-paced, frequently changing environment



## WHAT YOU CAN EXPECT FROM US

- Collaborative and friendly team environment
- Opportunities to develop and grow within the company
- Health and Wellness programs including discounted corporate fitness membership and nutritional seminars
- Modern, conveniently-located facilities
- Community involvement including OneWalk to Conquer Cancer, Bay Street Hoops and more.

If you are a passionate, committed and dynamic individual, please submit your cover letter and resume to our Careers site on:

<https://www.workopolis.com/jobsearch/job/17994128>

Please also indicate in your online application where you have viewed this posting. Thank you.

Only qualified candidates selected for an interview will be contacted.

CI Financial Corp. and all of our affiliates ("CI") are committed to fair and accessible employment practices and we are committed to providing accommodations for persons with disabilities. If you require accommodations in order to apply for any job opportunities, or require this posting in an additional format, please contact us at [accessible.recruitment@ci.com](mailto:accessible.recruitment@ci.com), or call 416-364-1145 ext. 4747. **If you are contacted by CI** regarding a job opportunity or testing and require accommodation in any stage of the recruitment process, please use the above contact information. We will work with all applicants to determine appropriate accommodation for individual accessibility needs.