



PRODUCT SPECIALIST

We're Investors Group - a Canadian leader in providing personal financial planning services, and dedicated to building lasting client relationships. This is your opportunity to build a career with a leading organization where you can learn, grow and thrive both professionally and personally.

Our vision is to improve our clients' financial well-being.

At Investors Group:

- We relate to our diverse clients through **Comprehensive Planning**.
- In all of our endeavours we are **Diligent In Our Efforts**.
- We respect each other and the communities we serve by being **People Who Care**.

If you share our vision and values, we'd like to hear from you.

We are currently looking for a **Product Specialist** to join our Product Management Department in our Winnipeg location. The Product Management Department is responsible for the overall development, management, training, education and promotion of Investors Group's broad array of investment products.

The Product Specialist is involved in multiple initiatives while working in a fast-paced, fun and friendly team environment. The Product Specialist manages the logistics around delivery of education initiatives and responds to product and investment related questions to the Investors Group sales force.

DUTIES INCLUDE:

- Managing all scheduling and logistics for Investors Group's sales force education initiatives (includes: Teleconferencing, Webex presentations, electronic communications).
- Coordination and management of scheduling multiple speakers across the country.
- Assisting in the development of PowerPoint presentations for management as well as monthly Investors Group sales force education initiatives.
- Participating as a key team member in annual meetings and reporting initiatives including the development of fund-oriented materials for launch kits and assisting with the coordination and delivery of regulatory documents.
- Providing ongoing product-related updates for Investors Group websites as well as external financial data providers such as Lipper and Morningstar.
- Coordinating and operating as the first line of response for all Investors Group sales force questions and inquiries by email.
- Liaising with each of Investors Group's third party mutual fund partners to provide support and analysis.

QUALIFICATIONS:

- 3+ years of experience in a financial services environment with a sound knowledge of mutual funds and other investment products.
- Post secondary degree/diploma in a relevant business discipline preferred.
- Strong PC skills including Microsoft Outlook, PowerPoint, Word and Excel.
- Well demonstrated organizational skills and attention to detail with the ability to manage multiple projects/initiatives simultaneously, sometimes under tight deadlines.
- Strong communication and interpersonal skills to effectively communicate and work with a variety of internal and external stakeholders at a variety of different management levels.

- Completion or commitment to enroll in the Mutual Fund licensing course and/or Canadian Securities Course is preferred.
 - Bilingual in French would be a definite asset.
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To apply for this position, send a cover letter and resume, indicating the position title, to: resumes@investorsgroup.com. Deadline for applications is June 26, 2015.

We thank all applicants, however, only those under consideration will be contacted.