



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the CN Investment Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$17 billion is actively managed in-house by 95 employees for the CN Pension Plan's approximately 49,200 pensioners and pension plan members. The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. As a part of the CN Investment Division team, you will always be learning, adapting, and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

Position: Specialist, Data Operations

Current Opportunity

Reporting directly to the Senior Manager, Measurement and Analytics, the incumbent will take a leading role in overseeing the daily operational and data management tasks that support the performance, risk, and analytic measurement functions.

As the ideal candidate you are a strong team player with excellent communication skills, strong problem solving and analytical skills, and attention to detail. You are organized, self-motivated, and flexible. You are able to meet deadlines, especially at peak times, and you have an excellent work ethic.

Primary Responsibilities

Day-to-Day Operations Management

- Lead the daily operational tasks related to performance, risk and analytic measurement, ensuring smooth execution and timely completion of all activities
- Monitor and manage workflows, addressing operational issues that may arise and ensuring that data is processed efficiently and accurately
- Improve operational processes and workflows continuously to enhance efficiency and accuracy, identifying opportunities for automation or optimization within day-to-day tasks
- Maintain comprehensive documentation for data processes, system workflows, controls, and tool development

Data Operations and Maintenance

- Oversee the collection, validation, and processing of performance and risk-related data, ensuring its integrity and consistency across all systems
- Oversee the integrity and structure of performance, risk, and reference data, ensuring it is consistently organized, up-to-date, and readily available for analysis and reporting purposes
- Implement and maintain quality control measures, ensuring the reliability and accuracy of data and proactively addressing data quality issues
- Provide support for data-related system upgrades, ensuring smooth transitions and minimal disruption to business operations

System Monitoring and Support

- Collaborate with various internal teams to monitor performance and risk systems, ensuring they function effectively and troubleshooting issues as they arise
- Provide operational support to the performance and risk teams by assisting with system-related queries and resolving data-related issues

Cross-Functional Collaboration

- Work closely with investment teams, performance analysts and risk managers to understand business needs and translate them into effective solutions
- Maintain open and effective communication with stakeholders, providing operational insights and ensuring alignment on timelines and deliverables
- Act as a key support resource for the Performance, Risk, and Analytics teams, providing backup and ensuring continuity of operations during high-demand periods or absences

Professional Requirements

- Bachelor's degree in Finance, Business Administration, Data Science, or Applied mathematics, or equivalent training
- Five years of experience in senior roles within the data management, performance and risk measurement departments
- Bilingual (French and English)

Desirable Skills and Aptitudes

- Strong skills with data management systems
- Proficiency in programming languages such as Python, R, and SQL
- Experience with performance measurement systems and risk management platforms
- Strong understanding of financial markets and investment strategies
- Strong leadership and communication skills

If this position sounds like you, we would love to hear from you! Please send your application via email to jobs@cnid.ca. The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.