JOB POSTING

Investment Operations Analyst
(Full-time)

AlphaFixe Capital

DESCRIPTION:

Join a dynamic portfolio management firm where rigor and operational excellence contribute directly to the success of investment strategies. As an Investment Operations Analyst, you will play a key role in the smooth running of day-to-day operations by processing, monitoring and controlling transactions in the financial markets. You will work closely with the management, compliance and custody teams to ensure data integrity, adherence to procedures and efficient business processes.

LOCATION:

1800 McGill College Ave, Suite 2420
Montréal, QC, H3A 3J6

AlphaFixe is proud to offer its employees a hybrid work model to balance their careers and personal commitments.

RESPONSIBILITIES:

As an Investment Operations Analyst, the candidate could perform the following tasks within the Portfolio Accounting team:

- Capture of back-office financial transactions on bonds, foreign exchange, syndicated bank loans, interest rate derivatives and mutual funds;
- Maintain relationships with financial information and service providers and custodians;
- Participate in the daily operations of importing financial data, reconciling and maintaining the various portfolios and funds under management;
- Provide expert support to the investment team;
- Carry out special projects and propose specifications to our in-house developed computer system;
- Monitor best practices and new developments in straight-through processing systems (STP), analyze the main issues arising from them and recommend appropriate solutions and ensure their evolution;
- Coordinate the necessary actions for market events;
- Participate in activities related to cash management and external cash flow notifications.

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REQUIREMENTS:

- Undergraduate degree (preferably with a concentration in finance, accounting, actuarial science, mathematics or related discipline);
- Administrative experience (an asset);
- Good knowledge of financial and derivatives products;
- Proficiency in Microsoft Office tools (especially Excel, Word and PowerPoint);
- An advanced level in French and English both oral and written. The nature of the tasks requires knowledge of English since some of the clients and service providers are English-speaking or outside Quebec and some data sources in the field of finance are available only in English.

THE IDEAL CANDIDATE HAS THE FOLLOWING QUALITIES:

- Organization and rigor in daily tasks;
- A collaborative spirit, while demonstrating the ability to work independently
- A proactive dynamic to take initiative and a positive attitude;
- Flexibility to react quickly to the needs of the investment team and custodians

WHAT WE OFFER:

- Competitive salary based on experience
- Full range of benefits (e.g., pension plan, health/disability insurance)
- Holiday entitlement starting from the first year

ABOUT ALPHAFIXE CAPITAL:

Founded in 2008, AlphaFixe Capital Inc. is a Quebec-based investment management firm specializing in fixed income serving institutional clients with more than $20 billion in assets under management. AlphaFixe is 100% owned by its founders and partners and has a team of 27 people.

The entrepreneurial spirit and dynamism that drive AlphaFixe's employees allow us to innovate and guide asset owners who are looking for a partner to accompany them in the vast world of institutional investment management. A signatory of the Principles for Responsible Investment (PRI) since 2009, AlphaFixe has always been committed to environmental, social and governance (ESG) issues. In fact, we were the first Canadian firm to set up a Green Bond Fund in 2017.

It is also essential for AlphaFixe to promote corporate social responsibility while providing its employees with a fair, diverse and inclusive work environment. This approach allows us to develop the full creative and innovative potential of our employees, which is the driving force behind our success. Our recruitment strategy aims to recognise and reduce systemic biases that may influence the evaluation of candidates. We believe that diversity in backgrounds, identities and perspectives strengthens our team and enriches our decisions. We are actively committed to building an environment where everyone can thrive and contribute fully.

TO APPLY:

If you are interested in this position, please email your resume to info@alphafixe.com by August 10th, 2026, specifying "Candidate – Investment Operations Analyst " in subject.

All applicants will receive an acknowledgement of receipt within two business days of submitting their application and a response before August 21st, 2026, for the first round of interviews.

AlphaFixe Team