



**Intern – Asset Management Operations, Portfolio Ops & Analytics (Winter Intern)
Mackenzie Investments - Toronto Office**

[Job Link](#)

IGM Financial Inc. is a leading wealth and asset management company in Canada, managing approximately \$271 billion in assets. It offers financial planning and investment services to over two million Canadians through IG Wealth Management and Mackenzie Investments.

Mackenzie Investments, founded in 1967, is a key part of IGM's business model, serving as a comprehensive asset-management partner for Canadian financial advisors and their clients.

At Mackenzie Investments You Can Build Your Career with Confidence. We are proud to be recognized as one of Canada's Top 100 Employers for the fourth consecutive year and one of Canada's Best Diversity Employers. Our vision and strategy aim to innovate the industry and support Canadians in achieving their financial goals.

Join our team to engage in continuous learning and skill development in a supportive environment. Experience the best of both worlds with our hybrid work environment, where you spend three days a week in the office, connecting, collaborating, and enjoying quality time with your amazing colleagues! Our Values: Be better; we strive for improvement in everything we do. Be accountable; we foster clarity and are empowered to act responsibly. Be a team; we are united to drive collective impact to achieve our goals.

Position Details:

Asset Management Operations, Portfolio Ops & Analytics is currently hiring an intern looking for a Winter term position, January to April 2026. Candidates in an undergraduate program, returning to school after the internship are eligible to apply.

Portfolio Ops & Analytics plays a key role in supporting investment management front office, and is primarily responsible for the oversight of all aspects of day-to-day administration of investment funds.

The role will liaise with Product, Investment Management, Portfolio Operations, Fund Accounting, Financial Reporting, and Fund Taxation to assist in operations and to move the dial forward on continuous improvement initiatives.

Located in our Toronto office, the intern will be responsible for the following activities:

- Evolve and advance the Product Event roster in support of streamlining fund event execution (e.g. fund launches, mergers) by working with business partners to identify and resolve top 1-3 process "irritants"
- Analyze fund reconciliation data to detect process gaps and identify root cause of errors
- Document new processes and procedures to evolve the Fund Services Policy and Procedure Library
- Complete ad hoc research/operational analysis requests from internal stakeholders
- Where required, assist in the preparation of Funds' Financial Statements and Tax Returns and provide support in resolving fund accounting-related errors/issues with the external vendor

Requirements:



- Registered students returning to school in 2026 in a related field (BCom, BA, BSc, etc.)
- Ability to work well in a team environment
- Excellent interpersonal, communication, judgment & decision-making skills
- Ability to self-motivate and prioritize time-sensitive deadlines
- Capable of applying sound judgment in constructing analysis and in formulating recommendations
- Resourceful and creative in solving new/non-recurring problems through research and well-supported analysis and business acumen
- Proficient in Microsoft Office applications, specifically SharePoint and Excel, familiar with Word and Outlook
- SQL and/or programming familiarity an asset

To apply, please include a resume and transcripts (full unofficial version) by September 21, 2025, at 11:59 pm EST.

IGM is a diverse workplace committed to doing business inclusively - this starts with having a representative workforce! We encourage applications from all qualified candidates that represent the diversity present across Canada – including racialized persons, women, Indigenous persons, persons with disabilities, 2SLGBTQIA+ community, gender diverse and neurodiverse individuals, as well as all who may contribute to the further diversification of ideas.

Mackenzie Investments is an accessible employer committed to providing a barrier-free recruitment experience. If you require accommodation or this information in an alternate format at any stage of the recruitment process, please reach out to the Talent Acquisition team who will work with you to meet your needs.

We thank all applicants for their interest in Mackenzie Investments; however, only those candidates selected for an interview will be contacted.