



Intern – EPMO (Winter Intern)
IGM Financial, 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

We are currently hiring an intern looking for a Fall term position, from September to December 2025, in our Toronto Office. Candidates in an undergraduate program that will be returning to school after their internship are eligible to apply.

Responsibilities:

- Support Project Managers at meetings i.e. taking minutes, follow-ups, organize change requests, tracking action items and decisions
- Support Project Managers maintain and monitor project plans, project schedules, work hours, budgets and expenditures across projects. Support the development and execution of project plans
- Support maintenance of project Risk, Assumptions, Actions, Issues, Decisions, and Dependencies Log
- Support Project Managers establish and maintain appropriate project/program governance and reporting
- Support Project Managers create and update status reports as required
- Identify opportunities to streamline processes and increase efficiency
- Support Sr. Portfolio Manager with data quality and management of PPM system
- Support Sr. Portfolio Manager with requirements gathering for PowerBI reports

Requirements:

- Currently enrolled in a relevant post-secondary education program
- Interest and passion for a career in the financial industry
- Demonstrated leadership skills

- Creativity and innovation
- Ability to work well in a team environment and independently
- Analytical and problem solving skills
- Effective organizational and multi-tasking skills
- Strong written and verbal communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Related previous work experience is 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.