



KINGSDALE
Shareholder Services

Job Description

Analyst

(Shareholder Advisory Group)

Kingsdale Shareholder Services
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Analyst (Shareholder Advisory Group)

I. Your Career as a Kingsdale Analyst

Reporting to the Vice President, Operations with accountability to the Directors, Client Management, the Analyst is an integral member of the Shareholder Advisory Group responsible for a full range of reporting, research and administrative support.

The Analyst has the primary responsibility to provide clients with advisory services and analysis through the use of databases, electronic spreadsheets, presentations and detailed reports.

Successful candidates will have the opportunity to work on North America's highest profile, shareholder meetings, M&A, activist engagements and proxy contests.

II. How You Will Contribute

- Participate in multiple Kingsdale business lines including Proxy Solicitation, Strategic & Defense Advisory, Shareholder Identification, Governance Advisory and Voting Analytics.
- Maintain the in-house filing system (electronic/hard copy) of pertinent client materials.
- Assist with preparation and review of documentation including public filings, press releases and proxy materials.
- Aggregate and compile market intelligence, monitor shareholder positions and trading activities.
- Contribute to vulnerability analyses for contested situations and transactions.
- Prepare and interpret proxy voting reports for numerous public issuer annual and special shareholder meetings.
- Reconcile vote discrepancies by collecting and analyzing information.
- Act as a liaison between intermediaries, transfer agents and custodians, exercising a high level of confidentiality and discretion.
- Attend Client/Shareholder/Corporate meetings or events as a Kingsdale representative.

III. Qualifications & Attributes:

- Reporting Skills, Attention to Detail, Deadline-Oriented, Client Confidentiality, Time Management, Dependability, Data Entry Management
- Experienced team player with strong analytical and problem solving skills.
- Ability to prioritize and multi-task, meet deadlines in a dynamic, fast paced environment.
- Commitment to the quality of deliverables with the ability to resolve client issues before escalation in a professional manner.
- Reliable, responsible and motivated individual with excellent communication and presentation skills.
- Flexibility in hours, ability to work overtime if necessary.
- Demonstrated knowledge of Microsoft Office (Excel, Word, PowerPoint, etc.).
- University or College education in Business Administration or related discipline.
- 1-2 years of experience in data analysis or similar role.
- CFA Level 1 exam completion an asset.
- Demonstrated knowledge of refined power point skills.