Specialisterne Canada is recruiting!

Specialisterne Canada specializes in working with businesses to hire people on the autism spectrum and other similar neurodiversities*. Presently, Specialisterne Canada is working with TD to recruit for several roles in downtown Toronto.

Specialisterne Canada provides recruitment, staffing solutions and management support to businesses interested in employing neurodiverse* talent. A different perspective or an alternative communication style can be a great asset to any employer, yet because of standard recruitment processes and management practices, many people on the spectrum or with similar conditions face systematic barriers to accessing and maintaining employment. Our process is designed to avoid these barriers.

TD Bank is committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. The company is dedicated to building a workforce that reflects the diversity of its customers and communities in which they live and serve and creating an environment where every employee has the opportunity to reach her or his potential.

Descriptions of the roles are provided below. Applications should be submitted in full no later than April 12, 2020

*Neurodiversity can be defined to include but not be limited to conditions such as Autism, PDD-NOS, ADD/ADHD, OCD, Mental Health Diagnoses, Learning Disabilities and similar ways of being.

Role Descriptions

AUTOMATION DEVELOPMENT & INNOVATION ANALYST
Full-time, Permanent
Downtown Toronto

Are you an analytical thinker with an interest in process innovation? Would you be interested in using your technical skills to define and augment code to improve operational efficiency? If so, this role may be a good one for you.

Here is what you will do:

- Receive ticketed requests from internal TD partners surrounding current business process needs related to Trade and Cash Management
- Identify opportunities for process automation and work to define technical infrastructure requirements
- Based on the partner need, build and design customized applications in Microsoft Excel (Macros), Java and/or Python.
Employ different thinking

• Perform automation testing and resolve any issues or bugs that arise in a timely manner
• Communicate with internal TD partners via email to address inquiries and provide project updates
• Document automation procedures, including the development and maintenance of Macros, according to TD’s standard governance principles

In performing this role, you will:
• Have a post-secondary degree or diploma in computer science, mathematics, engineering, quantitative analysis, statistics, data analytics or a related field
• Apply your familiarity with Java and/or Python programming languages to build applications for process automation
• Use your strong attention to details and critical thinking ability to detect process automation issues

Nice to have:
• Experience or knowledge with VBA programming, C, C++, or C# languages
• Experience or knowledge with HTML, CSS, XML or other web development frameworks
• Knowledge or experience with Agile Scrum methodologies

FUNCTION SPECIALIST
Full-time, Permanent
Downtown Toronto

Are you a process-oriented individual with an interest in project management? Do you have an interest in analyzing data and processes to help increase efficiency and identify opportunities for innovation? If so, this role may be a good one for you.

Here is what you will do:
• Work with various internal business units to understand, analyze, and document existing business needs and processes
• Use process mapping techniques to identify opportunities for automation
• Collect, analyze and manipulate data in Microsoft Excel to make sense of current reporting processes and data flow
• Participate in creating presentations that summarize key findings using Microsoft PowerPoint and other visualization tools
• Distribute feedback surveys to internal business units to determine project outputs
• Learn about new business regulations that may affect process automation

In performing this role, you will:
• Have a degree or diploma in business, commerce, finance, computer science, mathematics, engineering, quantitative analysis, statistics, data analytics or a related field
Employ different thinking

- Use your intermediate to advanced Microsoft Excel skills (e.g., Pivot Tables) to consolidate, clean, and analyze data
- Use your ability to communicate clearly and concisely to summarize findings both verbally and in writing
- Use your resourcefulness and ability to work independently to achieve clearly defined goals and project objectives

Nice to have:
- Previous experience with project management
- Knowledge or experience with Microsoft Visio
- Knowledge or experience with VBA or other programming languages to create customize applications for process automation

FINANCIAL PLANNING ASSOCIATE
Full-time, Permanent
Downtown Toronto

Do you enjoy being organized and ‘getting things done’? Are you looking for an opportunity to learn and work in the financial sector? Does providing administrative support to financial planners and their external clients sound interesting to you?

Here is what you will do:
- Provide daily service support to financial planners and their external clients, including calendar management and appointment bookings
- Respond via email and phone to various client inquiries (account updates, transactions, etc) on behalf of financial planners
- Collect and prepare all necessary documents in preparation for meetings between financial planners and their clients
- Work with internal systems to investigate client issues and provide solutions in a timely manner
- Escalate ongoing and/or complex client issues to financial planners for further analysis and investigation
- Conduct seasonal calls with clients to follow up on annual reviews, RRSP contributions, and other financial activities

In performing this role, you will:
- Use your familiarity with Microsoft Office to capture information and manage tasks
- Apply your strong organizational skills to ensure financial planning needs and deadlines are met
- Use your ability to work efficiently prioritize you work to complete given tasks
- Apply a strong attention to detail and quality to ensure accuracy in all activities

Nice to have:
- A post-secondary degree or diploma in Business, Finance, Commerce or similar field
Employ different thinking

• Be working towards or have completed Level 1 Canadian Securities Course Exam

PRICING ANALYST
Full-time, Permanent
Downtown Toronto

Do you have a high attention to detail? Does analyzing data to help compare prices related to stocks and other tradable financial assets sound interesting to you?

Here is what you will do:
• Learn how to use internal systems to review, compare and extract data relating to pricing of stocks and securities (tradable financial assets)
• Use Microsoft Excel (Pivot Tables, VLOOKUP) to retrieve, summarize and analyze pricing options and investigate any discrepancies between vendor options
• Based on pricing comparisons, determine the most correct pricing and make adjustment recommendations to vendors.
• Receive and respond to ad-hoc pricing inquiries from internal TD business units

In performing this role, you will:
• Have a post-secondary degree or diploma
• Be motivated to learn about price evaluation and comparison in the context of financial management
• Apply your intermediate to advanced Microsoft Excel skills including VLOOKUP to retrieve, analyze, and report on pricing data
• Use your ability to work efficiently to prioritize and complete tasks efficiently
• Use your strong attention to detail to identify issues and discrepancies within large datasets

Nice to have:
• Experience or knowledge with VBA programming
• Experience or knowledge of Bloomberg
The Recruitment Process

Application
The first step in the recruitment process is for interested candidates to apply for the roles. This will involve completing an online questionnaire as well as submitting their resume to Specialisterne Canada. Instructions for applying are included below. Applicants will be shortlisted for participation in the next step based on a review of each online questionnaire and assessing the likelihood of fit for the roles for which we are recruiting.

Employment Discovery Workshop
The next step in the Specialisterne recruitment process is an Employment Discovery Workshop. It is a hands-on, task-based experience where you will work on specific projects in a relaxed setting. It is an opportunity to learn about our approach to hiring, and for us to get to know you – what motivates you, your interests and your skills.

Training Program
Candidates whose profiles are well-suited for the roles for which we are recruiting will be invited to participate in a four-week skills evaluation and training program on the employer’s site. It will include case studies, real-life projects, as well as on-site training relevant to the roles and working environment.

Employment
Employment offers are made to the candidates with the best fit. Once accepted, the individuals will transition into their positions at the organization. Specialisterne Canada will provide support where necessary, which may include modifications to the work environment.

Those not selected can have their profiles added to our database for consideration for other more suitable job opportunities in the future.
To Apply

Please read the role descriptions carefully.

To apply and for more information on our recruitment process visit our website at www.specialisterne.ca/opportunities.

Applications should be submitted in full no later than April 12, 2020

If you completed a Specialisterne questionnaire in the past, please do so again, as this one has been customized for this recruitment program.

For More Information

Please direct any questions via email to info@specialisterne.ca. If you prefer to speak on the phone, send us an email and we will schedule a call.

For more information about TD go to td.ca

For more information about Specialisterne, visit our website specialisterne.ca.

We look forward to hearing from you!