



Specialisterne Canada is recruiting!

Specialisterne Canada specializes in working with businesses to hire people on the autism spectrum or who identify as neurodivergent¹. Presently, Specialisterne Canada is working with TD Bank to recruit for positions in downtown Toronto.

Specialisterne Canada provides recruitment, staffing solutions and management support to businesses interested in creating a more neurodiverse workforce. Specialisterne has an expertise in developing more comfortable processes and work environments where employees can feel productive and supported. We help managers understand the strengths of their employees and implement strategies to help them thrive in the workplace.

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 the communities in which they live and serve, 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 **May 14th, 2021**.

Role Descriptions

BUSINESS ANALYST

Full-time, Permanent

Remote/Downtown Toronto

Are you a process-oriented individual with strong analytical capabilities? Do you have an interest in analyzing processes to help transform user experience, increase efficiency and identify opportunities for innovation? If so, this may be the role for you.

What you will do:

- Work with various internal business units to understand and analyze existing systems and processes related to money movement and associated areas (eg: account openings)
- Understand and identify stakeholder requirements and learn to document findings using Jira and/or Confluence
- Use process mapping techniques to identify opportunities for improvements that enhance client experience across TD Bank Wealth Businesses
- Communicate requirements and approach to internal Technology and Operations teams and work alongside those units to ensure business requirements are implemented

¹ Neurodiversity is the concept that there is great diversity in terms of how human brains are wired and work. For the purposes of this recruitment program, this umbrella term has been defined to include but not be limited to conditions such as Autism, ADHD/ADD, PDD-NOS, Mental Health Conditions, Learning Disabilities, and similar ways of being.

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- Receive guidance and direction from more senior employees and ongoing mentorship to support professional development

What you will bring:

- Have a degree or diploma in Commerce, Business, or a similar discipline
- Use your strong analytical skills to understand business capabilities, system requirements and work with Technology partners to find solutions for business needs
- Apply a strong attention to detail to ensure accuracy in all activities
- Apply your time management skills to manage and complete multiple tasks within agreed timelines
- Be comfortable working independently and as part of a small team

Nice to have (not required):

- Knowledge or experience with Microsoft Visio
- Knowledge or experience with Jira and/or Confluence

BUSINESS INSIGHTS ANALYST

Full-time, Permanent

Remote/Downtown Toronto

Do you have an interest in analyzing data and processes to increase efficiency and improve TD Bank's business performance? Does utilizing your technical skills to define and augment code sound like something you would enjoy? If so, this may be the role for you.

What you will do:

- Work with various internal business units across TD Wealth to analyze, understand and document existing business needs and current processes
- Review and profile large datasets from internal sources and identify any gaps within the data needed to solve existing business problem(s)
- Provide data insights in the form of analysis and interpretation to internal stakeholders, propose possible solutions to current issues and highlight further business opportunities
- Identify process automation opportunities and help define the technical infrastructure requirements
- Design and build customized applications in Python following TD's standard governance procedures
- Work with internal Technology partners to perform software QA testing, debugging of code and implement changes as needed

What you will bring:

- Have a degree or diploma in Mathematics, Statistics, Computer Science, Engineering, Data Analytics or a similar discipline
- Use your strong analytical skills to capture, analyze and report on large datasets
- Apply your programming skills in Python to customize applications that address business problems

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- Have an understanding of data manipulation and visualization techniques, with preference to Tableau, Python, SQL or Hive/HQL
- Apply a strong attention to detail and accuracy in all activities
- Use your ability to communicate clearly and concisely to summarize findings both verbally and in writing
- Be comfortable working independently as well as within a large team

Nice to have (not required):

- Previous exposure or knowledge of the Financial Services Industry

DATA ANALYST

Full-time, Permanent

Remote/Downtown Toronto

Do you have a strong attention to detail and accuracy? Would you be interested in delivering analytic solutions to improve various business performance? Does determining what information the data reveals sound like something you'd enjoy? If so, this may be the role for you.

What you will do:

- Work with internal business units within TD Wealth Business Architecture to understand various project scopes and help stakeholders make data-driven business decisions
- Discuss data needs with business partners and document system or program requirements using Microsoft Excel
- Analyze and manipulate data in Microsoft Excel and based on project requirements, identify any gaps or missing information
- Learn to research and source any missing data from a variety of internal and external sources, including the Investment Book of Records
- Present findings and analysis to business partners and ensure requirements are in alignment with the business needs and strategies
- Work with internal Technology partners to ensure new capabilities are built correctly and work collaboratively to solve any issues
- Work in a project environment which may include both short and long-running deep dive data analysis

What you will bring:

- Have a degree or diploma in Mathematics, Business, Accounting, Finance, Computer Science, Data Analytics or a similar discipline
- Use your analytical skills and intermediate Excel skills (eg: Pivot Tables) to capture, analyze and report on data
- Apply your understanding of financial instruments and be open to learning about the banking industry
- Have an understanding of data manipulation and extraction using SQL
- Use your ability to clearly articulate and synthesize findings in writing



- Use your strong attention to detail to review large datasets and ensure accuracy in all activities

MARKET ANALYST

Full-time, Permanent

Remote/Downtown Toronto

Would you like to be a part of a team supporting capital markets risk functions? Does working with reporting systems to resolve errors, while monitoring risk metrics to ensure accuracy sound like something you would enjoy? If so, this may be the role for you.

What you will do:

- Extract and summarize relevant data from internal trading systems to produce daily risk and/or profit and loss (P&L) reports
- Monitor risk and/or P&L metrics by following TD's established procedures and guidelines
- Investigate discrepancies in risk and/or P&L metric breaches in a timely manner, and report any issues to relevant stakeholders
- Communicate with internal teams and stakeholders to gather information to support risk and/or P&L investigations
- Provide commentary about risk and/or P&L investigations to stakeholders
- When comfortable in the role, you may be given the opportunity to be involved in ad-hoc analysis and make suggestions to ongoing process improvements

What you will bring:

- Have a degree or diploma in Mathematics, Business, Accounting, Finance, Commerce, Data Analytics or a similar discipline
- Use your intermediate Excel Skills (eg: VLOOKUP, Pivot Tables) to analyze, summarize and report on data
- Apply your strong attention to detail to identify issues and discrepancies within large datasets
- Use your strong time management skills to complete tasks within a time sensitive environment
- Enjoy working independently as well as part of a small team
- Have an interest in learning about capital markets and risk management
- Have an interest in learning about derivative products, including SWAPS and Options

Nice to have (not required):

- Experience or knowledge with scripting languages such as Python
- Experience or knowledge with VBA programming



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:

- Be working towards or have completed Level 1 Canadian Securities Course Exam
- 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 your work to complete given tasks
- Apply a strong attention to detail and quality to ensure accuracy in all activities

Nice to have (not required):

- A post-secondary degree or diploma in Business, Finance, Commerce or similar field



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 virtual 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 **May 14th, 2021**.

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

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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!