



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 CIBC to recruit for several 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.

CIBC places a high value on diversity in its workforce, recognizes the business benefits that accrue from responding to challenges from multiple perspectives, and is exercising a leadership position in the hiring of people with disabilities.

Descriptions of the roles are provided below. Applications should be submitted in full no later than **July 2nd, 2021**.

Role Descriptions

Anti-Money Laundering Programs Officer

Full-time, 18-month Contract

Toronto/Remote

Do you have an aptitude for solving problems or making deductions from facts? Does monitoring activity and reporting unusual transactions sound like something you would enjoy? Are you willing to learn about anti-money laundering?

Here is what you will do:

- Learn to use internal systems to extract and review daily report data relating to suspected fraudulent activity across various banking products (eg: mortgages, credit cards)
- Analyze data using Microsoft Excel and identify accounts where clients are non-compliant with CIBC's anti-money laundering (AML) policies and procedures
- Communicate via email with internal business partners and banking centres to provide recommendations and resolve any compliance issues
- Respond via email to various ad-hoc administrative requests from internal business partners
- When comfortable in the role, have the opportunity to identify and recommend process improvements

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.



What you will bring:

- Have a degree or diploma
- Apply your intermediate Microsoft Excel skills to capture, analyze and summarize relevant data
- Apply your investigative skills to analyze information and formulate actions steps and/or draw conclusions
- Have an interest in learning about anti-money laundering and regulatory requirements
- Use your ability to work independently to achieve defined goals
- Use your written communication skills to escalate areas of non-compliance to internal business partners

Nice to have (not requirements):

- Knowledge or experience with Java, C, C++ or comparable programming languages
- Knowledge or experience with VBA programming
- General knowledge of risk management principles
- Bilingual in both French and English

PRICING ANALYST

Full-time, Permanent

Downtown Toronto/Remote

Do you have a strong attention to detail and accuracy? Does reviewing and approving various pricing requests related to mortgages and home purchase plans sound like something you would enjoy?

Here is what you will do:

- Learn how to use internal systems to review, compare and approve various pricing requests relating to banking real estate products
- Analyze various exemption requests according to CIBC's standard procedures and update internal databases to ensure accuracy and completion
- Based on pricing comparisons, determine the most correct pricing and provide recommendations to internal CIBC partners
- Communicate with internal partners by email to provide rationale behind decision making relating to pricing requests
- When comfortable in the role, review and assess pricing exemption requests of higher complexity, requiring further analysis and investigative work

What you will bring:

- Have a degree or diploma in Commerce, Business, Finance, Accounting, Mathematics, Economics or a similar discipline **or** have related experience
- Use your basic Microsoft Excel skills to gather, analyze and organize pricing data
- Be motivated to learn about price evaluation and comparison in the context of financial management
- Apply a strong attention to detail and quality to ensure accuracy in all activities

Employ Different Thinking

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Passion for details

- Use your ability to maintain focus and independence to complete a series of consistent tasks in an efficient and timely manner

Nice to have (not requirements):

- Knowledge or experience with VBA programming
- Knowledge or experience with Microsoft Access

QUALITY ASSURANCE COORDINATOR

Full-time, Permanent

Downtown Toronto/Remote

Are you interested in developing your technical skills in a collaborative and supportive environment? Does performing testing for CIBC contact centre desktop applications sound like something you would enjoy?

Here is what you will do:

- Assist with managing Quality Assurance (QA) software testing activities in an agile team environment
- Develop test plans, test cases, scripts and reports to ensure CIBC branch level applications meet business requirements
- Perform both automated and manual testing and document results in a shared repository
- Create daily status reports and communicate test results to team members
- Work with a team of software developers and other testers to identify bugs and ensure proper software function
- Participate in peer review sessions to validate quality of the product and completion of all testing requirements

What you will bring:

- Have a degree or diploma in Computer Science, Computer Engineering, Engineering, Technology or a similar discipline or have related experience
- Have an interest in learning common QA, scripting and automation development methods and principles
- Apply a strong attention to detail and critical thinking skills to detect test related issues
- Use your ability to prioritize tasks and communicate results to help drive projects forward
- Be comfortable working in a collaborative environment with both large and smaller teams

Nice to have (not requirements):

- Knowledge or experience with C, C++, C# or other comparable programming languages
- Knowledge or experience with VBA programming
- Knowledge or experience with SQL



DEVELOPMENT INTEGRATION TESTER

Full-time, Permanent

Downtown Toronto/Remote

Are you an analytical thinker with a high attention to detail? Do you enjoy detecting errors and debugging code? Does testing software applications to ensure they meet the project requirements sound like something you would enjoy?

Here is what you will do:

- Review and understand new application software requirements to meet the needs of CIBC's customers
- Develop test plans, including document scenarios and test cases based upon project requirements
- Work with software developers to define criteria for testing and review test cases
- Perform manual and/or automation testing and ensure results achieve documented project objectives
- Record and document test results in Confluence and compare to expected results
- Participate in bi-weekly meetings with internal project teams to provide status updates

What you will bring:

- Have a degree or diploma in Computer Science, Computer Engineering, Technology or a similar discipline
- Apply your familiarity with XML, JSON, SOAP and REST to understand and contribute to testing processes
- Apply your familiarity with relational databases (eg: Oracle) to analyze, manipulate, and extract relevant data required for testing
- Apply a strong attention to detail and critical thinking skills to detect test related issues
- Use your time management skills to manage multiple projects within set timeframes

Nice to have (not requirements):

- Knowledge or experience with Java, C, C++, or other comparable programming languages
- Knowledge or experience with Jira or Confluence



SOFTWARE DEVELOPER

Full-time, Permanent

Downtown Toronto/Remote

Are you an analytical thinker with an interest in web-based development? Does the idea of developing innovative software solutions to solve business problems sound like something you would enjoy?

Here is what you will do:

- Be part of a team focused on identifying and developing solutions to transform and upgrade CIBC trading application systems
- Work in an agile team to understand business requirements and define technical infrastructure
- Build and design web and cloud-based applications to meet business and client needs
- Write and perform automated testing, debugging of code and implement changes as needed
- Participate in daily team stand-ups (agile ceremonies) to provide project updates to team members

What you will bring:

- Have a degree or diploma in Computer Science, Computer Engineering, or a similar discipline
- Use your knowledge of .NET, C# and MS SQL to develop applications in line with business requirements
- Be motivated and able to learn new programming languages and other skills as required by the role
- Use your communication skills to communicate ideas clearly and effectively to team members

Nice to have (not requirements):

- Knowledge or experience with Angular, React or similar front-end frameworks
- Knowledge or experience with Oracle, or other relational databases
- Knowledge or experience with programming languages such as Python

DATA ENGINEER

Full-time, Permanent

Downtown Toronto/Remote

Are you interested in using and developing your skills in software development? Do you enjoy problem solving and critical thinking? Does transforming data into technology-based solutions sound like something you would enjoy?

Here is what you will do:

- Develop technology-based solutions to identify potential money laundering as part of governmental compliance
- Work alongside a team of Business Systems Analysts to understand business requirements and define technical infrastructure

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- Design and develop various applications following an agile development process to meet business needs
- Perform unit testing to identify bugs and make adjustments as needed to ensure system functionality
- Work with data to construct pipelines, apply transformation and cleansing rules and assess data quality

What you will bring:

- Have a degree or diploma in Computer Science, Computer Engineering, Data Science, Analytics, Information Technology or a similar discipline
- Use your Scala or Spark programming skills to perform analysis and develop applications in line with business requirements
- Use your knowledge of SQL or other relational databases to retrieve, manipulate and manage data
- Enjoy taking an experimental approach to solving problems and challenges while leveraging your critical thinking skills

Nice to have (not requirements):

- Knowledge or experience with Hadoop



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 **July 2nd, 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 CIBC, go to cibc.ca

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

We look forward to hearing from you!