



SYSTEMS ANALYST CO-OP POSITION SEPTEMBER - DECEMBER 2021

CBRE Caledon is a leading infrastructure and private equity manager and solutions provider. CBRE Caledon's business model is to enable investors to access well diversified portfolios of infrastructure and private equity assets utilizing the same approach as the world's leading institutional investors. The Firm currently provides services through pooled vehicles and customized separately managed accounts and creates long-term value for clients by managing high-quality investments and building comprehensive portfolios. Today CBRE Caledon's dedicated team of over 50 professionals represents over \$10 billion on behalf of institutional investors globally.

THE ROLE

CBRE Caledon has an exciting co-op opportunity for an individual with our Business Systems team. The principal focus of this position will be to assist in supporting employees with the Allvue CRM Private Equity system for Fund Accounting, Portfolio Monitoring and Business Intelligence. This position will work with various members of the firm to troubleshoot any issues with the system, helping to identify and apply solutions.

Responsibilities Include

- Assist the Sr. Business Systems Analyst troubleshoot any employee issues with Allvue CRM
- Identify and resolve any issues with a high degree of autonomy
- Support investment and finance professionals to use Allvue CRM effectively and efficiently
- Perform document management activities including ensuring that files are up to date and inputting data
- Assisting the Sr. Business Systems Analyst and the Client Services/Portfolio Analytics team with ad hoc requests
- Customize and develop Allvue CRM system to meet business requirements
- Design, code and test comprehensive reports to cater organization needs

Qualifications

- Currently in third or fourth year of studies in undergraduate program for Computer Science - with a strong academic record
- Highly proficient in Microsoft Office applications; knowledge of database management is an asset as well as an aptitude and interest in learning new software applications
- Strong analytic skills and experience using Excel (and other data analysis tools) in various capacities and projects
- Excellent technical skills with ability to resolve technical issues with minimal supervision; high accuracy and attention to detail; coding experience is an asset
- Solid written and verbal communication skills
- Strong interpersonal skills with an ability to work both independently and as part of a team
- Demonstrated time management and prioritization skills; extremely well organized
- Experience with Microsoft Dynamics 365, SQL Server Reporting Services (SSRS) and JavaScript is an asset

Further, you are an ambitious self-starter, a solid team player with a positive attitude and possess high professional and ethical standards. You endeavour to perform work beyond what is required at your level and are willing to "roll up your sleeves" in an entrepreneurial environment to get work done as necessary. You have a demonstrated ability to be resourceful and persistent in gathering and assessing information and to quickly assimilate knowledge.



If you have the qualifications for this role and are interested in applying, please submit your resume, cover letter and transcripts to careers@cbrecaledon.com