

# Capital Markets, Client Data Analyst, Fall 2024 Co-op

Apply

 Toronto, ON

 Full time

 Posted Today

 2410626

We're building a relationship-oriented bank for the modern world. We need talented, passionate professionals who are dedicated to doing what's right for our clients.

At CIBC, we embrace your strengths and your ambitions, so you are empowered at work. Our team members have what they need to make a meaningful impact and are truly valued for who they are and what they contribute.

To learn more about CIBC, please visit [CIBC.com](https://www.cibc.com)

## What you'll be doing

The goal of CIBC's Capital Markets business is to be the premier client-focused Capital Markets based in Canada. To deliver on this, the capital markets arm of CIBC provides a wide range of credit, capital markets, investment banking, merchant banking and research products and services to government, institutional, corporate and retail clients in Canada and in key markets around the world.

When you join the Client Services team for an 4-month co-op, you will be making a real difference for our clients, our team and our community. You will be required to conduct Anti-Money Laundering/Know Your Client (AML/KYC) due diligence and to oversee the on-boarding of clients through a complex internal structure that involves several different groups, people, and applications. You will also provide support to the strategic direction of the Client Services group, under the leadership of the Head of Client Services.

Reporting to the Director of Client Services, you will be accountable for successfully on-boarding new Capital Markets clients and conduct periodic risk reviews of existing clients in a high quality and timely manner.

*At CIBC we enable the work environment most optimal for you to thrive in your role. You'll have the flexibility to manage your work activities within a hybrid work arrangement where you'll spend 1-3 days per week on-site, while other days will be remote.*

## Important information

- You are enrolled in a post-secondary degree in Business, Commerce, STEM (Science, Technology, Engineering or Mathematics), Economics or related at the time of the work term, with a graduation

date of April 2025 or later.

- Please include your resume (no more than 2 pages), a cover letter (no more than 1 page), and your most recent unofficial transcript with your application. These should all be uploaded into the resume section of your application.
- Location: Toronto.
- Duration of Work Term: 4 months (September 2024 – December 2024).
- Applications are being reviewed on rolling basis, we encourage you to apply as soon as possible.

#### How you'll succeed

- Client service – Follow Client Services Procedures and Processes to ensure accurate, smooth and seamless on-boarding for Capital Markets clients and front-office. Connect with clients requesting documentation for on-boarding purposes and ensure the client is followed up with to obtain all documentation and disseminate relevant information to the respective internal teams. Be the single point of contact for front office sales and internal departments (e.g. Credit, Legal, etc.) for queries surrounding the on-boarding of clients.
- Research and reporting – Conduct research and inquiry to obtain document requirements for the initiation of on-boarding Capital Markets clients to CIBC. Responsible for reporting and facilitating status meetings with internal stakeholders to identify and resolve any issues and will escalate issues surrounding the on-boarding process for the clients covered.
- Collaboration – Liaise with global project teams and regional stakeholders ensuring requirements and improvements are implemented, as needed.
- Process oriented – Maintain a high level of knowledge of Capital Markets business products as well as AML/KYC standards, and partner with peers to deliver timely results for clients. Quickly assess factors that affect the AML risk profile of a customer to make timely decisions and take appropriate action as necessary. You have focused attention to detail when conducting AML Due Diligence.
- Passion – Work within a challenging, fast paced environment where priorities often shift and time pressures demand a rapid response to requests from the trading floor for trading authorization. You will work in a dynamic team environment where sharing of skills and knowledge is critical.

#### Who you are

- You have demonstrated interest in Client Relationship Management. You have experience in Client Relationship Management and governance/compliance role supporting Capital Markets products and clients.
- You understand that success is in the details. You are determined to deliver results, have strong attention to detail, and focus on overcoming obstacles.
- You put our clients first. You engage with purpose to find the right solutions. You go the extra mile, because it's the right thing to do.
- You are organized and work gracefully under pressure. You can juggle multiple tasks and prioritize work to make timely decisions and take appropriate action.
- You give meaning to data. You enjoy investigating complex problems, and making sense of information. You're confident in your ability to communicate detailed information in an impactful way.
- You're digitally savvy. You have strong working experience with Microsoft Word. PowerPoint and Excel. You seek out innovative solutions and embrace evolving technologies. You can easily adapt to new tools and trends.
- Values matter to you. You bring your real self to work and you live our values – trust, teamwork and accountability.

## What CIBC Offers

At CIBC, your goals are a priority. We start with your strengths and ambitions as an employee and strive to create opportunities to tap into your potential.

- We work to recognize you in meaningful, personalized ways including a competitive compensation, a banking benefit\*, wellbeing support and additional offers such as employee and family assistance programs and MomentMakers, our social, points-based recognition program.
- Our spaces and technological toolkit will make it simple to bring together great minds to create innovative solutions that make a difference for our clients.

\*Subject to program terms and conditions

## What you need to know

- CIBC is committed to creating an inclusive environment where all team members and clients feel like they belong. We seek applicants with a wide range of abilities and we provide an accessible candidate experience. If you need accommodation, please contact [Mailbox.careers-carrieres@cibc.com](mailto:Mailbox.careers-carrieres@cibc.com)
- You need to be legally eligible to work at the location(s) specified above and, where applicable, must have a valid work or study permit
- We may ask you to complete an attribute-based assessment and other skills tests (such as simulation, coding, French proficiency, MS Office). Our goal for the application process is to get to know more about you, all that you have to offer, and give you the opportunity to learn more about us.

## Expected End Date

2024-12-20

## Job Location

Toronto-161 Bay St., 9th

## Employment Type

Temporary (Fixed Term)

## Weekly Hours

37.5

## Skills

Capital Markets, Client Relations, Client Relationship Management, Communication, Leadership, Microsoft Excel, Microsoft PowerPoint, Researching