



Associate Portfolio Manager

Posted by: Capstone Asset Management Inc.

Location: Langley

Salary: \$43.60 Per Hour

Job ID: YJ2348182

Posting Date: 10-Dec-2025

Expiry Date: 08-Jun-2026

Education: Bachelor's degree

Language: English

Vacancies: 1

Experience: 2 years

Job Type: Full Time

Job Description

Capstone Asset Management Inc. is a Portfolio Manager, Investment Funds Manager, and Exempt Market Dealer serving clients across multiple provinces, including British Columbia, Alberta, Manitoba, Ontario, Quebec, New Brunswick, Nova Scotia, and Newfoundland & Labrador.

Rooted in Biblically informed values, we provide discretionary investment management and mandate-specific solutions to a diverse client base, including high-net-worth individuals and families, institutions, pensions, foundations, family offices, and third-party Portfolio Managers.

Title: Associate Portfolio Manager

Reporting to: Chief Investment Officer

Location: Full-Time, In-Office in Langley, BC

Position Summary:

Capstone Asset Management is seeking an Associate Portfolio Manager with strong analytical capabilities and a deep interest in credit markets, structured products, and fundamental equity research. The successful candidate will play a significant role in supporting the management of Capstone's mortgage investment pools, private credit strategies, and its Biblically Informed U.S Strategy.

This role involves leading underwriting and valuation analysis for mortgage assets, conducting due diligence on private credit and fixed-income fund managers, and contributing to the research and monitoring of public equities within a biblically informed investment framework. The ideal candidate possesses strong financial modeling skills, advanced research capabilities, and the ability to apply disciplined analytical judgment across multiple asset classes.

Key Responsibilities:

- Conduct thorough underwriting and valuation analysis for Capstone's mortgage pools, including due diligence on individual loans, collateral strength, and portfolio-level risk.
- Develop and maintain mortgage valuations and workflow processes to support efficient fund management operations.
- Perform research and due diligence on private credit and fixed-income fund managers, assessing strategies, performance, and market positioning.
- Support the research and monitoring of publicly traded U.S. companies for Capstone's new Biblically Informed U.S Strategy, applying a value-investing approach and overlay criteria.
- Prepare reports, analysis, and recommendations for the Investment Management Team, Investment Committee, and

other internal stakeholders.

- Contribute to the research and management of other Capstone investment pools and strategies as required.

Qualifications, Skills & Experience:

- Bachelor's degree in finance, economics, business, or a related field
- Minimum 2 years of relevant experience in commercial mortgage lending, underwriting, credit analysis, and equity research.
- Strong modeling skills and proficiency in Excel, valuation techniques, and data analysis.
- Solid understanding of mortgage structures, credit markets, and fixed-income fundamentals.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks effectively while maintaining strong attention to detail.
- Ability to work independently, within a defined scope.
- Willingness to travel as needed.

Competencies:

- Accountability
- Compliance
- Customer Orientation
- Effective Communication
- Problem Solving & Innovation
- Relationship Building

- Results Focus
- Business Acumen
- Decision Making
- Domain Knowledge
- Research
- Data Analysis
- Reporting
- Risk Management

Compensation & Benefits:

The base hourly wage for this position is \$43.60 per hour, with a comprehensive compensation and benefits package, including a generous vacation allotment, medical benefits and contributions towards a retirement savings plan.

To apply, please email your resume and cover letter to capstoneassetsca@outlook.com. We appreciate the interest of all applicants; however, only those selected for interviews will be contacted.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: capstoneassetsca@outlook.com

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