

Job Posting:174297 - Position: W26 Co-op Posting - Analyst 174297 E1

Co-op Work Term Posted:	2026 - Winter
App Deadline	10/27/2025 09:00 AM
Application Method:	Through UBC Science Co-op
Posting Goes Live:	10/16/2025 10:26 AM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Convyta Partners LP
Address Line 1	M2-601 West Broadway
City	Vancouver
Postal Code / Zip Code	V5Z 4C2
Province / State	BC
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
 Job Title 	W26 Co-op Posting - Analyst 174297 E1
Position Type	Co-op Position
Job Location	Vancouver, BC
Country	Canada
Duration	4 months
Salary Currency	CAD
Salary	3950.0 per month for 0 Major List

Job Description

Job Title: Winter Co-op Posting - Analyst

Convyta Partners LP is a vibrant, growing firm based in Burnaby. We provide administration and expert advice on pension plans, investments, group benefits, and other matters.

We are currently seeking to fill a co-op analyst position for the 2026 Winter semester (January to April 2026). The successful candidate will have the opportunity to work with, and learn from, our pension, benefits, investment, and administration teams.

Duties

- Conduct research on a variety of actuarial topics, particularly as they relate to pension and benefit plans
- Prepare actuarial valuation analyses for pension and benefit plans
- Draft letters and memos for clients
- Prepare client deliverables such as actuarial valuation reports and presentations
- Assist with benefit calculations, annual statements, and any other relevant documents to ensure compliance with plan policies and applicable legislation
- Assist with asset mix reviews and asset-liability studies, including cash flow projections
- Gather data from clients, investment managers, record-keepers, and insurance companies
- Assist with administrative duties associated with pension and group benefit plans
- Prepare project plans for team members' review
- Prepare investment monitoring reports for institutional clients
- Assist with ad-hoc investment projects

Job Requirements

Qualifications

- Enrolled in a Bachelor's degree program in Mathematics, Actuarial Science, Finance, Statistics, Commerce, or a related discipline
- Demonstrated interest in obtaining an actuarial designation (ASA/ACIA or FSA/FCIA) or a CFA designation
- Proficiency with Microsoft Excel and Word
- Preference for knowledge of databases
- Team player who is able to work under minimal supervision
- Exceptional attention to detail
- Strong oral and written communication skills including excellent spelling, punctuation, and grammar
- Strong desire to continually learn in a dynamic work environment and to apply skills and knowledge to solve challenging problems for clients
- Knowledge of pension plans, group benefit plans, or institutional investing would be considered an asset

Citizenship Requirement N/A**APPLICATION INFORMATION****Application Procedure** Through UBC Science Co-op**Cover Letter Required?** Yes**Address Cover Letter to** Hiring Manager**Special Application Instructions****How to Apply**

Please send a cover letter, resume and transcripts (unofficial are acceptable).