



JOB TITLE: Trade Support Administrator
DEPARTMENT: Operations, Worldsource Wealth Management Inc. (“WWM”)
REPORTS TO: Supervisor, Trade Support
LOCATION: Markham, ON

JOB STATEMENT:

The Trade Support Administrator will be responsible for processing GIC transactions and daily banking-related activities. This highly motivated and energetic candidate must have a keen eye for detail and a penchant for accuracy. The candidate will be responsible for analyzing, researching and taking the initiative for resolving and escalating issues in a proactive manner. The candidate must be a team player and adaptable to change.

ESSENTIAL FUNCTIONS:

- Processing GIC related functions such as trade orders, interest, maturity payments, rollovers and monthly reconciliation;
- Facilitating the distribution and allocation of new issues to Worldsource Securities Inc. (“WSI”), reflect and record submitted interest, book COD trades and allocate shares to individual client accounts;
- Supporting WSI Daily Banking requests such as cheque deposits, debit notification, EFT validation;
- Processing journal fee reimbursement and monthly fee postings;
- Adhering to policies and procedures, ensuring all service levels are met and exceeded;
- Responding to all client service inquiries;
- Providing recommendations on updates to WWM’s policies and procedures manual, portal and systems;
- Assisting the Supervisor with projects and day-to-day functions; and
- Completing other duties as assigned.

JOB SPECIFICATIONS:

- Post-secondary degree, preferably with an orientation toward business, economic or finance
- CSC preferred
- 3 – 5 years of similar experience within the investment industry
- Familiar with Dataphile, Croesus and Fidelity platform will be an asset
- Strong knowledge of Excel and Microsoft office products
- Dedicated team player with the ability to take initiative and work independently
- Excellent communication and organizational skills

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@worldsourcewealth.com.

Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.

