



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

JOB STATEMENT:

The Supervisor of Trade Support will be responsible for overseeing the trade services and daily banking functions offered by Worldsource Securities Inc. (“WSI”). The Supervisor will also be responsible for the oversight of processing and settlement of all Syndication related activities. This highly motivated and energetic candidate will advocate for service excellence and work to deliver solutions that meet the needs of WWM’s clients. Furthermore, the Supervisor will work closely with team members to resolve any outstanding issues that may arise.

ESSENTIAL FUNCTIONS:

- Ensuring teams are meeting SLA targeted cut off times throughout the day for money movement, securities/new issues and related processing and settlements;
- Executing separately managed account rebalancing and providing trade assistance to advisor inquiries;
- Organizing the prioritization of large volumes of requests, ensuring trade adjustments and trade error exposures are actioned accordingly in a timely manner;
- Processing internal cash/security transfers for non-registered accounts and updating book value requests;
- Acting as a key point of contact when troubleshooting is needed, identifying items requiring immediate escalation to the Senior Manager;
- Responding to other departments and stakeholders, whether internal or external in a timely manner, providing clear and concise communication to internal parties when issues arise that could/would affect other stakeholders;
- Coaching, developing and training team members in day-to-day duties, including regulatory requirements, industry knowledge, communications and firm policies and guidelines;
- Supervising the WSI Syndication desk;
- Overseeing the distribution and allocation of new issues to WSI advisors;
- Providing recommendations on updates to WWM’s policies and procedures manual, portal and systems;
- Working with senior management to create monthly and quarterly reports on key trading, investment and risk metrics;
- Conducting research and quality control on defunct/delisted securities; and
- Assisting the Senior Manager, Trade Support with projects and day-to-day functions when necessary.

JOB SPECIFICATIONS:

- Post-secondary degree, preferably with an orientation toward business, economics or finance
- CSC, CPH, IIROC licensed is an asset
- 7 – 10 years of similar experience within the investment industry, working with IIROC member firms and licensed advisors and knowledge of the independent dealer channels
- Thorough knowledge of the securities industry and industry regulations
- Familiar with Dataphile, Croesus and the Fidelity platform will be an asset
- Strong knowledge of Excel and Microsoft Office products
- Ability to work independently as well as in a team environment
- Excellent supervisory, 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.