



**JOB TITLE:** Administration Representative - New Accounts and Transitions  
**DEPARTMENT:** Operations, Worldsource Wealth Management Inc. ("WWM")  
**REPORTS TO:** Supervisor, Transfers and New Accounts  
**LOCATION:** Markham, ON

**JOB STATEMENT:**

Reporting to the Supervisor, Transfers and New Accounts and working in a fast paced environment, the Administration Representative will be responsible for the seamless transition of branches and/or advisors' books of business to both the MFDA and IIROC regulated dealerships. 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 issues in a proactive manner.

**ESSENTIAL FUNCTIONS:**

- Setting up new accounts for transitioning advisors;
- Processing ATON transfers and non-ATON transfers;
- Ensuring accounts are opened and transfers are tracked and processed efficiently within required service level agreements;
- Adhering to policies for new accounts and transfers;
- Updating and maintaining spreadsheets for transitioning advisors;
- Updating address changes;
- Tracking and following up on Delay in Processing items; and
- Performing other duties as assigned.

**QUALIFICATIONS:**

- Post-secondary education
- 2 –4 years similar experience within the investment industry
- Strong customer focus, service orientation and professional acumen
- Strong attention to detail
- Strong knowledge of Microsoft Office
- Excellent communication, organizational and listening skills
- Dedicated team player with the ability to take the initiative and be independent
- Knowledge of Dataphile and ISM or Open Advantage, an asset

**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](mailto: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.*