



**JOB TITLE:** Corporate Branch Manager  
**DEPARTMENT:** Compliance, Worldsource Financial Management Inc. (“WFM”) and Worldsource Securities Inc. (“WSI”)  
**REPORTS TO:** Head of Compliance  
**LOCATION:** Markham, ON

**JOB STATEMENT:**

The Corporate Branch Manager is responsible for providing supervisory functions to various producing field branch managers and advisors. The successful candidate must be detail-oriented, organized and accurate, and have the ability to work under pressure and meet deadlines. In addition, the candidate must be able to work with little to no supervision, exercise initiative and use independent judgment to perform assigned tasks.

**ESSENTIAL FUNCTIONS:**

- Performing tier one supervisory functions in accordance with IIROC and MFDA regulations;
- Processing Limited Authorization Forms and New Plan Application Approvals;
- Conducting “Know Your Client” update reviews;
- Providing alternate Branch Manager coverage as required;
- Providing trade reviews for the producing Branch Managers and for sub-branches linked to the head office;
- Training of new Branch Managers as required;
- Conducting on-site visits to all producing Branch Managers and registered sub-branches; and
- Attending all head office meetings as required.

**QUALIFICATIONS:**

- Post-secondary education
- Successful completion of the Branch Managers course
- Successful completion of the Canadian Securities Course and the Conduct and Practices Handbook Course
- Successful completion of the Options Licensing Course and the Options Supervisor Course preferred, or working towards completion
- Minimum 3 years’ related experience
- Excellent working knowledge of Microsoft Word and Excel
- Excellent oral and written communication skills
- Ability to work independently and use independent judgment

**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.*

