



JOB TITLE: Internal Administrative Advisor (Part-Time)
DEPARTMENT: Compliance, Worldsource Securities Inc. (“WSI”)
REPORTS TO: Director, WSI Compliance
LOCATION: Markham, ON

JOB STATEMENT:

The Internal Administrative Advisor is responsible for conducting all trading related to WSI “house accounts.” This involves both dormant/inactive and active accounts. Active accounts exist as a result of transfers in from existing WSI Advisors who may be transitioning to and from another dealer, or who may have issues with an existing WSI client as well as referrals from existing Worldsource Financial Management Inc. (“WFM”) Advisors. This role is not expected to “grow” the house account book and will not be prospecting any new clients. This position also involves updating all accounts under the house account and providing back-up tier 1 and 2 administrative functions, as required. The successful candidate must enjoy working as part of a team, be highly detailed, organized and accurate and have the ability to work under pressure and meet deadlines. In addition, the candidate must work without supervision, exercise initiative and use independent judgment to perform assigned tasks.

ESSENTIAL FUNCTIONS:

- Conducting daily trading;
- Completing special projects as required by the Director;
- Assisting the Head of Compliance as required; and
- Providing coverage for tier 1 and tier 2 review and supervision of Investment Advisor activities as needed.

QUALIFICATIONS:

- Post-secondary education
- Completion of the Canadian Securities Course, the Conduct and Practices Handbook Course and other securities industry courses
- 7-10 years of compliance experience in a securities environment
- Conceptual understanding of the corporate compliance methodology and program objectives
- Thorough knowledge of securities regulations and requirements
- Experience working with licensed advisors and knowledge of the independent dealer channel
- Analytical and problem solving skills, with the ability to precisely interpret complex compliance concepts and the ability to simplify complicated messages

COMPENSATION:

Commensurate with experience

****PLEASE NOTE THAT THERE IS A PREFERRED CANDIDATE FOR THIS POSITION****

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.