



**JOB TITLE:** Data Integrity Administrator  
**DEPARTMENT:** Operations, Worldsource Wealth Management Inc. (“WWM”)  
**REPORTS TO:** Supervisor, Specialty Products  
**LOCATION:** Markham, ON

**JOB STATEMENT:**

Reporting to the Supervisor, Specialty Products and working in a fast-paced environment, the Data Integrity Administrator is responsible for ESG settlements and exception processing for WWM. This highly motivated and energetic candidate must ensure all function are executed quickly and efficiently and will strive to streamline processes where possible.

**ESSENTIAL FUNCTIONS:**

- Processing daily ESG settlements, manual or direct;
- Posting commission files;
- Following up on NFU processing and reporting;
- Completing daily and month-end reconciliation and reporting;
- Responding to all client service inquiries related to the above;
- Providing recommendations on updates to WWM’s policies and procedures manual and portal and systems;
- Assisting the Supervisor, Specialty Products with projects and day-to-day functions; and
- Performing other duties as assigned.

**QUALIFICATIONS:**

- Post-secondary education
- Minimum of 5 years administrative, data integrity, and/or operations experience in a back office
- Knowledge of the Dataphile system, ESG processing and FundSERV
- Excellent communication and organizational skills
- Excellent attention to detail and problem solving skills
- Ability and experience to assess current or proposed processes
- Ability to work independently as well as in a team environment

**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.*

