



JOB TITLE: LOI and Trade Corrections Administrator
DEPARTMENT: Operations, Worldsource Wealth Management Inc. ("WWM")
REPORTS TO: Supervisor, Data Integrity
LOCATION: Markham, ON

JOB STATEMENT:

Reporting to the Supervisor, Data Integrity and working in a fast-paced environment, the LOI and Trade Corrections Administrator will be responsible for trade corrections and LOI processing for the MFDA-regulated dealership Worldsource Financial Management Inc. ("WFM"). 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 effecting trade corrections in clients' accounts at the request of advisors, branch offices and head office.

ESSENTIAL FUNCTIONS:

- Correcting mutual fund trade errors and processing LOI;
- Utilizing FundSERV for submission and receipt of electronic correcting entries;
- Posting correcting entries to the client accounts and ensuring offsetting control accounts are reconciled;
- Escalating unresolved issues in a timely manner;
- Providing recommendations on updates to WWM's policies and procedures manual and portal and systems; and
- Performing other duties as assigned.

QUALIFICATIONS:

- Post-secondary education
- 2–4 years of similar experience within the investment industry for nominee and client name business
- Strong customer focus, service orientation and professional acumen
- Excellent analytical abilities and strong attention to detail
- Excellent communication, organizational and listening skills
- Dedicated team player with the ability to take the initiative and be independent
- Knowledge of client tax reporting
- Strong knowledge of Microsoft Office
- Knowledge of Dataphile 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.

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.

